

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake

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*Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiio'tens*

**HUMAN RESOURCES UNIT**



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## Job Description Tioweró:ton Communications Liaison

**Responsibilities:** In conjunction with the Tioweró:ton Coordinator:

- Identify Communication topics
- Develop detailed Communication Plan for 2018-2019 fiscal year
- Develop Communication materials
- Participate in Educational Activities & Workshops

The Tioweró:ton Communications Liaison will be responsible for a variety tasks, but not limited to, the following:

- 1. Identify Communication topics**
  - a. Review existing Communications plans.
  - b. Review Tioweró:ton Land Use Planning Conference Feedback.
  - c. Review Tioweró:ton Community Meeting Minutes.
- 2. Develop Detailed Communications Plan for 2018-2019 Fiscal Year**
  - a. Prioritize Communication themes.
  - b. Identify Communication methods for each item.
  - c. Research content for each theme.
- 3. Develop Communication Materials**
  - a. Develop information brochures as required.
  - b. Develop Newsletters.
  - c. Develop materials for presentations.
- 4. Participate in Educational Activities and Workshops**
  - a. Promote Tioweró:ton Clean Up Day
  - b. Participate in hike to one of the Lakes
  - c. Assist with Education activity with focus on fish habitat, types of fish in the Lakes, identify threats (pending funding approval).