

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake



P.O. Box 720  
Kahnawake Mohawk Territory J0L 1B0

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

**HUMAN RESOURCES UNIT**

Tel.: (450)632-7500  
Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

## Job Description KSSEP (Extension)

GENERAL INFORMATION	
<b>Job Title:</b>	<b>Land Use Planning Assistant (2)</b>
<b>Unit:</b>	Lands Unit
<b>Department:</b>	Directorate
<b>Date of job description:</b>	April 25, 2018
<b>Terms:</b>	Short Term Full Time Contract 11 weeks (June 04 – August 20, 2018)
<b>Supervisor:</b>	Environmental Advisor / Projects Coordinator
THE INCUMBENT	
<b>Name of incumbent:</b>	
<b>Date of hiring:</b>	
<b>Name of supervisor:</b>	Director of Lands
GENERAL JOB DESCRIPTION:	
Assist the project manager in the completion of tasks related to Land Use Planning for Kahnawake and for the Tiowero:ton Territory, based on the information provided during the initial community consultation from 2016-2018 and the resulting Land Use Planning Frameworks.	
RESPONSIBILITIES	TASKS
Review and consolidate existing Land Use Planning information	<ul style="list-style-type: none"> <li>• Orientation to Land Use Planning in the community through document review and interviews with MCK Lands staff</li> <li>• Consolidate information for input into the website for community use</li> </ul>
Develop community consultation plan and communications plan for fiscal year 2018-2019	<ul style="list-style-type: none"> <li>• In collaboration with the Lands Unit stakeholders, develop a community consultation plan</li> <li>• Build a communications plan for the consultation using various forms of media</li> </ul>
Participate in community consultation, data collection	<ul style="list-style-type: none"> <li>• Identify the stakeholders for further consultation</li> <li>• Develop and implement community consultation methods to obtain additional feedback over the summer</li> <li>• Tabulate the results of consultations, analyze the results and produce a report for the website</li> </ul>

Other duties as assigned	<ul style="list-style-type: none"> <li>• Participate in staff updating sessions</li> <li>• Attend other Lands Unit related meetings</li> <li>• Any other lands related duties as assigned by the supervisor</li> </ul>
<b><u>A personal vehicle and valid driver's license is an asset.</u></b>	

<b>ACCOUNTABILITY</b>
<ul style="list-style-type: none"> <li>➤ To prioritize personal safety and the safety of others</li> <li>➤ To maintain a positive image of the department with the general public;</li> <li>➤ To provide accurate information;</li> <li>➤ To deal with internal and external clients in a tactful, discreet and courteous manner;</li> <li>➤ To maintain confidentiality;</li> <li>➤ To adhere to the MCK Administration Manual-Personnel Policy and Kanien'keha language initiatives.</li> </ul>

<b>Qualifications</b>	
<b>Education / Experience Requirements</b>	<ul style="list-style-type: none"> <li>➤ Registered in a related post-secondary CEGEP or University program (political science, communications, sociology, community planning)</li> <li>➤ Interest in Kahnawake lands related issues</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>➤ Ability to work in the office and the field unsupervised.</li> <li>➤ Organizational skills, oral and written communication skills and computer skills (MS Office).</li> <li>➤ Analytical skills</li> </ul>

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The Immediate Supervisor

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The Director of Human Resources