

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



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

Tsi Nikaio 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

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Job Description

GENERAL INFORMATION	
Job Title:	Public Information Officer Technician
Division:	Executive Director's Office, Communication Unit
Date of Job Description:	Summer 2018
Terms:	Fixed-Term
Job Reports to:	Director of MCK Public Relations

GENERAL JOB DESCRIPTION
Under the supervision of the Director of Public Relations, is responsible to assist in all aspects of MCK public relations functions relating to the promotion of all activities and services offered by the Mohawk Council of Kahnawà:ke.

RESPONSIBILITIES	TASKS
Graphic design	<ul style="list-style-type: none"> ➤ Assists in the development and production of MCK print advertisements ➤ Assists in the development and production of Kahnawà:ke Highway Billboard ads as well as local Kahnawà:ke Services Complex billboard content. ➤ Collects and contributes articles from various internal and external sources for publication, including photography; ➤ Ensures that all published information has been edited and approved according to MCK Communications Protocols prior to distribution; ➤ Assists in the planning and development of evaluative tools to measure and track effectiveness; ➤ Maintains up-to-date files of articles, photographs and materials; ➤ When needed, assists in the creation of animated graphics, logos, brochures and any other related items the MCK may produce during the contract.
Video Production	<ul style="list-style-type: none"> ➤ Assists in the development and production of Kahnawà:ke TV, the television show of the MCK. ➤ Assists with camera work, as needed. ➤ Assists in editing of KTV content and other MCK video content needs.

Web Design	<ul style="list-style-type: none"> ➤ Assists in the planning, development and maintenance of the MCK Website and other MCK administered websites/intranet and other related online tools, including Social Media.
<ul style="list-style-type: none"> ➤ Performs any other job related duties as directed by the Immediate Supervisor. 	

ACCOUNTABILITY
<ul style="list-style-type: none"> ➤ To assist in determining the most effective methods of disseminating information within MCK and to community; ➤ To draft and finalize content and layout of publications and programming; ➤ To maintain positive image of the department with the general public; ➤ To provide accurate information; ➤ To deal with internal and external client in a tactful, discrete and courteous manner; ➤ To maintain confidentiality; ➤ To adhere to the MCK Administration Manual/Personnel Policy and Kanien'kéha Language Initiatives.

QUALIFICATIONS	
Education and Experience Required	<ul style="list-style-type: none"> ➤ High School Diploma <p>AND</p> <ul style="list-style-type: none"> ➤ Enrolled in Post-Secondary full-time in the field of graphic design, Communications, Multi Media, Film, Web Design, English Literature or a similar field that has a close relation to Public Relations/Communications.
Skill Requirements	<ul style="list-style-type: none"> ➤ Oral and written communications skills; ➤ Knowledge and comprehension of the community of Kahnawà:ke and the MCK governing body. ➤ The ability to perform at least one of the three disciplines within the job description. ➤ The ability to perform in more than one discipline within the job description is an asset, with all 3 functions being ideal. ➤ Ability to communicate in Kanien'kéha and French is an asset.

IMMEDIATE SUPERVISOR

INCUMBENT

PERFORMANCE MANAGEMENT & MERIT COORDINATOR
HUMAN RESOURCES UNIT