

STRENGTH

PEACE

UNITY

# Mohawk Council of Kahnawake



P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

*‘Isi Nīkaió ‘tenfiseró:tens Ne Onkweshón: ‘a Rotiió ‘tens*

**HUMAN RESOURCES UNIT**

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<b>Job Title:</b>	Kahnawà:ke Legislative Coordinating Commission Administrator
<b>Division:</b>	Office of the Council of Chiefs, Kahnawà:ke Legislative Coordinating Commission (KLCC)
<b>Reports To:</b>	Immediate Supervisor (1): KLCC Coordinator Immediate Supervisor (2): General Manager of Operations, OCC
<b>Name of Incumbent:</b>	TBD
<b>Purpose:</b> To provide administrative and communications support to the KLCC and the Coordinator. Under the supervision of the KLCC Coordinator is responsible for all aspects of the administrative process for the KLCC meetings/hearings and provides administrative and communications support to the KLCC and the Coordinator.	
<b>Cultural Identity Attributes:</b> This individual is an administrator who places emphasis on standard operating procedures and quality control, and is comfortable communicating within a political environment. The individual is confident in handling variety, adept in managing multiple initiatives, possesses the ability to liaise at all levels, while placing a primary focus on achieving best results.	
<b>Roles &amp; Responsibilities:</b>	
<b>KLCC and CDMP Meeting Administrator</b>	
<ul style="list-style-type: none"> <li>• Records and transcribes all official meeting and hearing minutes</li> <li>• Coordinates all official KLCC and CDMP meetings/hearings</li> <li>• Performs follow-up activities for all KLCC and CDMP meetings/hearings</li> <li>• Ensures specific subject and background research is complete for all submission requests</li> <li>• Ensures necessary approvals are obtained for KLCC business</li> <li>• Collaborates with the OCC Secretariat to ensure coordination for Council Strategic Discussion submissions and agenda items for KLCC sessions</li> <li>• Drafts and prepares reports and correspondence on behalf of the KLCC Coordinator and/or Commission</li> </ul>	



## Administrative Support

- Assists the KLCC Coordinator with the coordination of the KLCC schedule/calendar
- Ensures proper set up for CDMP hearings, briefings, focus groups, conferences and workshops
- Co-facilitates CDMP hearings
- Maintains the electronic and paper filing systems
- Ensures the office is properly supplied
- Ensures coordination of the KLCC sound system equipment with MCK Communications
- Prepares reports for the Council of Chiefs review

## Communications Support

- Accurately communicates information between the KLCC and appropriate personnel
- Ensures proper follow-up and solutions are developed and communicated
- Ensures the Communications Unit is provided with accurate information regarding initiatives and the promotion of all KLCC and CDMP activities
- Establishes linkages and contacts ensuring a constant and clear flow of information
- Provides feedback to the KLCC Coordinator
- Coordinates and participates in KLCC public relations activities
- Provides the KLCC with reports on public relations activities
- Maintains the KLCC website

*The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.*

## Decision Making Authority:

- Decides on the appropriate approach for administrative requirements
- Decides on the supplies required to maintain an efficient office environment

## Accountability:

- To ensure that all aspects relating to the preparation of KLCC and CDMP meetings/hearings are complete
- To ensure all meeting/hearing minutes are transcribed and finalized by the determined deadlines;
- To ensure all meeting/hearing minutes accurately reflect the discussions at the respective meeting/hearing sessions;
- To maintain a working relationship with MCK Archives staff to ensure record keeping is current and up-to-date;
- To ensure that finalized meeting/hearing minutes are accurately filed to ensure safe keeping and easy retrieval;
- To accurately communicate KLCC information;
- Ensuring the continuous improvement of the organization;



- Conducting business with internal and external clients in a tactful, discrete and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

### Education & Experience:

- DEC in Office Administration, plus one (1) year relevant experience;
- OR
- DEP in Secretarial Sciences plus three (3) years relevant experience with experience and training in professional minute taking;
- OR
- HIGH SCHOOL DIPLOMA, plus five (5) years relevant experience.
- AND
- Completed MCK John Molson School of Business Program or equivalent (IF APPLICABLE)

### Knowledge, Skills, Abilities and Other Attributes:

- Sound knowledge of Kahnawà:ke community programs and services and how they function and interact with one another
- Knowledge of present and future issues facing the community of Kahnawà:ke;
- Sound knowledge of external government structures, policies, procedures and programs, including First Nations organizations and institutions, and how they impact the community;
- Comprehensive knowledge of local government in relation to regulatory and legislative requirements;
- Sound knowledge of Mohawk Council of Kahnawà:ke programs and office and operation policies and procedures;
- Ability to work independently with minimal supervision;
- Knowledge of administration and operational procedures;
- Ability to speak in public;
- Willingness to take Facilitation training courses;
- Willingness to upgrade skills through training courses;
- Sound planning, time management, minute taking, administrative and organizational skills;
- Strong oral and written communication skills;
- Attention to detail and accuracy;
- Working knowledge of all Microsoft Office applications;
- Working knowledge of Outlook and Internet;
- Good judgment and problem solving skills;
- Ability to take initiative to ensure client satisfaction;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.



**Working Environment:**

- Five day work week and normal office environment; ability to exercise flexibility
- Moderate overtime may be required
- Moderate to high stress and productivity pressure associated with the position
- Moderate travel

**Competencies:**

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
TBD	TBD	TBD	TBD	TBD	
Adaptability	Planning and Organizational Knowledge	Leadership	Language & Culture		
TBD	TBD	TBD	TBD		

**Commitment Statement:**

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

**Signatures:**

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_