

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

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Title:	Environmental Projects Coordinator
Division:	Operations and Community Planning, Environment Protection Unit
Reports To:	Director of Environment Protection
Name of Incumbent:	TBD
<p>Purpose: Responsible for carrying out projects within Kahnawà:ke and Tioweró:ton that help the community to better understand, protect and restore the natural environment in our territories. This includes assisting with the design of projects, preparing funding proposals, oversight of consultant work, managing project budgets and schedules, consulting and collaborating with community members, and promoting and sharing project findings. The position also provides environmental expertise as needed.</p>	
<p>Cultural Identity Attributes: The individual is well-spoken and comfortable communicating with individuals and groups in a variety of situations. They have strong technical and project management skills coupled with an ability to work independently. Creative problem solving and prioritization skills ensure that the projects are effectively managed and address the wide array of environmental issues within the community.</p>	
<p>Roles & Responsibilities:</p>	
<p>To coordinate environmental projects in the community.</p> <ul style="list-style-type: none"> • Participates in the identification of environmental project needs within Kahnawà:ke and Tioweró:ton including in the areas of surface water, groundwater, terrestrial habitats, wildlife, contaminated sites and invasive species; • Participates in project design, the preparation of funding proposals and project charters; • Coordinates environmental projects and ensures that the goals and objectives are being actively pursued and met; • Develops terms of reference and requests for proposals, seeks offers of services, and ensures a fair and impartial consultant selection process; • Works with MCK administrative units for contractual and budgetary purposes; • Maintains organized project files and manages project budgets and schedules; • Participates in project activities including fieldwork, research, presentations and communications; • Prepares project reports for funders; • Acts as a liaison between the project staff, community members, consultants, field technicians, MCK, media, and other stakeholders; • Promotes projects and actively seeks input from community members through media, open houses, kiosks, interviews and surveys. 	

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To coordinate and implement the Emerald Ash Borer (EAB) Management Plan for the duration of the EAB infestation in the community.

- Implements the EAB Management Plan, and updates the plan on a yearly basis to account for new information and current best practices;
- Carries out monitoring of the EAB infestation in the community;
- Develops, manages and maintains the ash seed vault;
- Plans and implements yearly treatment of ash trees;
- Liaises with community members about the impacts of the EAB infestation and assists in finding solutions to challenges;
- Liaises with other communities and experts regarding EAB management practices, and maintains current knowledge about scientific information, trends and best practices;
- Prepares and implements a yearly communications plan to ensure that the community is aware of the current issues, impacts and solutions;
- Maintains and updates all data related to the EAB infestation;
- Plans and implements replanting / reforestation initiatives.

To provide environmental expertise regarding proposed projects, policies, activities, and other requests that may have an impact on the environment of our territories.

- Reviews and compiles current scientific information related to proposed projects, policies, activities and other requests which might have an impact on the environment of Kahnawà:ke of Tioweró:ton;
- Assist in the preparation of MCK environmental positions concerning proposed projects;
- Prepares documentation such as memos, reports, briefing notes or presentations, which present the positions and recommendations of the Environment Protection Unit;
- Assists in the development and update of local policies and procedures to ensure that they reflect current scientific knowledge and best management practices;
- Provides subject matter expertise to community members, MCK staff and Chief and Council requesting information on a variety of environmental issues.

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:

- Determines implementation process and schedule for projects under their direction;
- Supervises field staff and consultant activities.

Accountability:

- Ensures the competent coordination of environmental projects and field programs;
- Provides technical research and recommendations;
- Acquires and maintains current knowledge required by the position;
- Ensures well researched, scientifically supported information is provided;
- Conducts business with internal and external clients in a tactful, discrete and courteous manner;
- Maintains confidentiality;
- Adheres to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives

Education & Experience:

- Bachelor's Degree in Environmental Sciences or related field, plus one (1) year relevant experience;
OR
- DEC in Environmental Sciences or related field, plus three (3) years relevant experience;
OR
- High School Diploma, plus five (5) years relevant experience.

Knowledge, Skills, Abilities and Other Attributes:

- Interest in and knowledge of the environmental issues of Kahnawà:ke and Tioweró:ton;
- Strong organizational, coordination, communication, writing, research, and computer skills;
- Comfortable speaking in front of an audience;
- A sensitivity to and understanding of the needs/desires of the community;
- Ability to supervise consultants, contract or temporary employees, as required;
- Willingness to manage moderate overtime to perform fieldwork, meet deadlines, attend meetings, events, training, or presentations;
- Ability to work in an office and field environment in a variety of climatic conditions;
- Knowledge and experience using Geographical Information System (GIS) is a strong asset;
- Knowledge of environmental policies and regulations is an asset;
- 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 (8:30 – 4:00) including in the office and in the field;
- Occasional overtime may be required;
- Moderate productivity pressure.

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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: _____					