

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

INTERNAL/EXTERNAL

JOB OPPORTUNITY

<u>POSITION:</u>	Estates Project Coordinator, Client Based Services
<u>DURATION:</u>	Fixed-Term, Full-Time Three (3) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$1, 046.63 to \$1, 182.75 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Friday, May 26, 2023 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.</u> <ul style="list-style-type: none">✓ Applicant Check list✓ Letter of intent✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **A preference will be given to Aboriginal candidates.**

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Job Title:	Estate Project Coordinator
Division:	Operations, Client Based Services Unit
Reports To:	Director of Client Based Services
Name of Incumbent:	TBD
Purpose: Under the supervision of the Director of Client Based Services, provides advice, guidance, and counseling to the Chiefs of the Mohawk Council of Kahnawà:ke (MCK), to work with various government agencies, and individual community members as it relates to estate planning for targeted groups within the community.	
Cultural Identity Attributes: The individual is logical, conventional, influential, adaptable, a self-starter, who can problem solve. Enjoys challenging situations and has a strong desire to achieve results. Is organized, dependable, and self-reliant.	
Roles & Responsibilities:	
To provide support to the Mohawk Council of Kahnawà:ke, aimed at establishing the Estate Program to assist the community and Onkweshón:we people through the program’s implementation. <ul style="list-style-type: none">• To research areas of Estate Planning that concern Kahnawà:ke and Onkweshón:we people, keeping informed of current information in Canada and the Province regarding estate filing requirements;• To develop, summarize and structure policies for the community Estate Program to apply to Kahnawà:ke and Onkweshón:we people in general;• To make recommendations to MCK based on information gathered.	
To participate and produce written materials for the KCR and QKR tables as required to support the Exploration of an Estate Program. <ul style="list-style-type: none">• To facilitate the development and discussion of the Exploratory Estate Program with government bodies;• To communicate with government officials on behalf of the community, supporting the Council with the provision of a potential structure;• In consultation with the MCK, is responsible to develop and implement initiatives that will assert the right of Kahnawa’kehró:non for the establishment of a recognized Estates Program.	


To assist Kahnawa’kehró:non by providing Estate Planning advice within Kahnawake

- Provide services and advice to clients as it relates to the gathering of information required for the drafting of a Will;
- To assist clients with advice on asset and liability information required to be included for a final estate document;
- To guide clients with information needed to be included in a draft document;
- To advise clients on the process to finalize their document.

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 the need to access professionals or consultants, for the completion of responsibilities, especially in the areas of research and drafting documents with the approval of the immediate supervisor;
- Determines methods and strategies in promoting awareness of taxation issues to the community;
- Determines appropriate methods and problem-solving techniques to best approach sensitive and potential conflict situations;

Accountability:

- To ensure accurate advice, guidance and counseling related to estate planning is provided to the Chiefs of the Mohawk Council of Kahnawà:ke;
- To assist Kahnawa’kehró:non with estate planning;
- To conduct research on areas of Estate Planning that concern Kahnawà:ke and Onkweshón:we people;
- To ensure the progression of work projects and milestones are met;
- Ensuring accuracy in all work performed;
- Ensuring the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discreet and courteous manner;
- Performs other job-related duties as directed by the Immediate Supervisor;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien’kéha Language Initiatives.



Education & Experience:

- Bachelor's Degree in Business Administration or Commerce or Law, plus one (1) year relevant experience;

OR

- DEC in Business Administration or Commerce or Social Sciences, plus three (3) years relevant experience;

OR

- High School, plus three (3) years relevant experience.

Knowledge, Skills, Abilities and Other Attributes:

- Sound knowledge and research skills;
- Knowledge of estate planning operations and terminology;
- Ability to network with government officials and possess good public relations skills;
- Ability to write proposals, reports, press releases;
- Sound consulting/counseling skills;
- Ability to provide expert advice, counseling, guidance, and direction to various committees and to the Council of Chiefs on estate matters;
- Moderate training to upgrade skills;
- Sound planning, time management and organizational skills;
- Strong oral and written communication skills;
- Attention to detail and accuracy;
- Good judgment and problem-solving skills;
- Ability to manage moderate stress associated with workload and deadlines;
- 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 workweek (37.5 hours) and normal office environment;
- Occasional overtime and travel;
- Moderate stress and productivity pressure associated with workload and deadlines.

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

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: _____

Date: _____

Supervisor’s Signature: _____

Date: _____

Performance Management Administrator’s Signature: _____