

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

INTERNAL/EXTERNAL

## JOB OPPORTUNITY

<b><u>POSITION:</u></b>	<b>Environmental Projects Coordinator - Climate Change, KEPO</b>
<b><u>DURATION:</u></b>	Fixed-Term, Full-Time Three (3) Month Probation Period
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$1,099.88 to \$1,242.38 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>Friday, June 28, 2024 - 4:00 p.m.</b>
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</u></b>  <ul style="list-style-type: none"><li>✓ Applicant checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li></ul>

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

**NOTE:** All forms and requirements are listed on our website: [www.kahnawake.com/jobs](http://www.kahnawake.com/jobs)

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

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<b>Job Title:</b>	Environmental Projects Coordinator – Climate Change
<b>Division:</b>	Operations and Community Planning, Kahnawà:ke Environment Protection Office (KEPO)
<b>Reports To:</b>	General Manager of Environment Protection
<b>Name of Incumbent:</b>	
<p><b>Purpose:</b></p> <p>Under the supervision of the General Manager of Environment Protection, is responsible for implementing climate change projects and activities in line with the Kahnawà:ke Environment Protection Office's Climate Change Plan for Kahnawà:ke. Is accountable for the planning and carrying out of awareness-raising and hands-on activities that demonstrate what Kahnawa'kehró:nnon can do together to improve the sustainability, resilience, and well-being of our community and territories in the face of climate change.</p>	
<p><b>Cultural Identity Attributes:</b></p> <p>A self-disciplined, logical, thorough individual that is accurate and detailed in approach. A systematic individual who enjoys challenging situations and has a strong desire to achieve results. Is organized, dependable, self-reliant, and comfortable in dealing with conflict resolution.</p>	
<p><b>Roles &amp; Responsibilities:</b></p>	
<p><b>To coordinate environmental projects and programs pertaining to climate change.</b></p> <ul style="list-style-type: none"> <li>• Reviews and compiles current information on issues, trends, and best practices related to climate change;</li> <li>• Develops and coordinates climate change projects in line with the Kahnawà:ke Climate Change Plan and ensures that the goals and objectives are being actively pursued and met;</li> <li>• Develops funding proposals, terms of reference, and requests for proposals and participates in the consultant selection process;</li> <li>• Works with Mohawk Council of Kahnawà:ke's administrative units for contractual and budgetary purposes;</li> <li>• Maintains organized project files and manages project budgets and schedules;</li> <li>• Develops and executes work plans to guide actions and activities to improve the community's resilience in the face of climate change;</li> <li>• Maintains a database of climate change program information and activities;</li> <li>• Completes reports and summaries according to funding requirements;</li> </ul>	



- Evaluates the community's current car-free travel options, gaps, and safety concerns, and collaborates with other stakeholders working to improve the bike/pedestrian/public transportation network in the community;
- Plans and participates in program activities, including fieldwork, events, presentations, and communications;
- Regularly reviews and updates the Kahnawà:ke Climate Change Plan to incorporate improvements and new information;
- Incorporates and promotes Indigenous knowledge in climate change projects, activities and communications.

**To coordinate and lead KEPO's efforts to engage the community in concerted actions to mitigate the effects of climate change on the community.**

- Develops and implements a communications plan that identifies communication strategies, activities, tools, key deadlines, and associated costs;
- Provides content for social media posts, website updates, and other media related to climate change education and actions;
- Engages community members, organizations, schools, and businesses in discussions, education, and actions on climate change;
- Liaises with organizations, stakeholders, groups, and individuals, including those already working on climate change initiatives, to share resources, build on each other's efforts, and develop opportunities for collaboration;
- Coordinates, executes, and supports climate change mitigation and adaptation activities and events within the community, including but not limited to reforestation initiatives, carbon-free travel, air quality monitoring, energy efficiency, renewable energy, etc.;
- Interview elders, youth, and other community stakeholders regarding their vision, concerns, and feedback on climate change issues;
- Recruits community volunteers to participate in local activities related to climate change mitigation and adaptation.

**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 information related to proposed projects, policies, activities, and other requests that might have an impact on the environment of Kahnawà:ke or Tioweró:ton;
- Assists in the preparation of 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 knowledge and best management practices;
- Liaises with MCK units to provide expertise and develop best practices on projects, policies, activities, and other requests that may have an impact on the environment of Kahnawà:ke or Tioweró:ton;



- 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 or programs under their direction;
- Decides on performance and objective requirements for direct reports (i.e., consultant and summer students).

**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, discreet and courteous manner;
- Maintains confidentiality;
- Maintains a positive image of the Environment Protection Unit with other MCK Departments and the general public;
- Adheres to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.

**Education & Experience:**

- Bachelor's Degree in Environmental Science, Environmental Studies, Education, Communication, or a related field, plus one (1) year of relevant experience;

OR

- DEC in Environmental Science, Environmental Studies, Education, Communication or a related field, plus three (3) years of relevant experience;

OR

- High School Diploma plus five (5) years of relevant experience.

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

- Interest in and knowledge of the environmental issues of Kahnawà:ke and Tioweró:ton;
- Excellent communications skills, both oral and written;
- Comfortable communicating with individuals, groups or speaking in front of an audience and to the media;

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- Ability to coordinate activities and events in the community;
- Strong organizational skills, writing, research, presentation and computer skills;
- Knowledge and experience in project management;
- Ability to work independently;
- Strong attention to detail;
- Strong technical knowledge;
- Creative and ability to problem solve;
- Interest and experience in public relations;
- Ability to work in an office and field environment in a variety of climatic conditions;
- Knowledge of environmental policies and regulations is an asset;
- Ability to communicate in Kanien'kéha and French is an asset;
- The willingness to learn Kanien'kéha is required.

**Working Environment:**

- Five-day work week (8:30 – 4:00), including in the office and in the field;
- Moderate overtime or weekend work may occasionally be required;
- Moderate stress due to workload;
- Moderate productivity pressure.

**Competencies:**

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

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**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: \_\_\_\_\_