



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, JOL1B0

450-632-7500

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

Chief Political Advisor, Office of the Council of Chiefs

DURATION:

Fixed Term, Full-Time (150 Weeks)
Twelve (12) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

Hours of Operation
Hours per week

\$2,229.20 to \$2,518.00 Per Week
8:00 a.m. to 4:00 p.m.
40 hours per week

DEADLINE FOR APPLICATION:

Friday, January 17, 2025 - 12:00 p.m.

REQUIREMENTS:

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

- ✓ Applicant checklist
- ✓ 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 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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RONWATIIO'TÉNHSE RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information

Job Title:	Chief Political Advisor
Division:	Office of the Council of Chiefs
Reports To:	Ohén:ton Í:rate ne Ratitsénhaienhs
Date of Job Description	December 2024

Purpose:

The Chief Political Advisor (CPA) is responsible for providing strategic guidance and counsel to the Ratitsénhaienhs on political and governance matters, fostering effective and informed decision-making, and advising on the representation of the community's interests in external political arenas. The CPA aims to ensure the work of the Ratitsénhaienhs is carried out and optimized through governance systems and collaborates with the Executive Director and the Director of OCC to ensure alignment between the political/governance and administrative/operational sectors.

Roles & Responsibilities

Provide strategic advice to the Ohén:ton Í:rate ne Ratitsénhaienhs and Ratitsénhaienhs on political and community governance-related matters.

- Coordinate with the Director of the Office of the Council of Chiefs (OCC) to ensure strategic direction is provided to the OCC team.
- Collaborate with the OCC Strategists to provide ongoing political and governance-related information to the Ratitsénhaienhs.
- Ensure the Ohén:ton Í:rate ne Ratitsénhaienhs and Ratitsénhaienhs and each portfolio receive adequate strategic, technical, and analytical advisory services, political consistency and alignment, and attend as many Ratitsénhaienhs/portfolio meetings as possible to contribute to discussions.
- In collaboration with the Director of OCC, ensure high-quality and comprehensive data, reports, and information are provided to the Ratitsénhaienhs to support informed decision-making.
- Conduct complex research and scrutinize information to ensure that the Ratitsénhaienhs is provided comprehensive and quality information to make informed decisions, and identify gaps or inconsistencies.
- Facilitate the establishment of global political priorities by the Ratitsénhaienhs and facilitate their advancement through a strategic planning process.
- Facilitate the alignment of portfolio priorities with the global priorities and governance and political positions of the Ratitsénhaienhs.
- Liaise with the Executive Director and other internal/external stakeholders on political and portfolio matters, or operational matters with political implications, as required.
- Support and advise the Ratitsénhaienhs in discussions and negotiations.



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Develop governance frameworks and policies and provide governance strategies and direction.

- Develop governance policies, in collaboration with the Director of OCC, that apply exclusively to the Ratitsénhaienhs.
- Identify potential governance/political issues and initiate corrective action as required.
- Support the Ratitsénhaienhs in upholding the political principles for decision-making.
- Ensure risk and impact analyses are completed, including developing risk mitigation strategies.
- Strive to ensure the Ratitsénhaienhs political decisions, mandates, files, and projects are executed and receive the required implementation support, in collaboration with the Director of OCC and the Executive Director.
- Support the Executive Director in ensuring the goals and priorities of the Ratitsénhaienhs are incorporated into the organizational objectives.
- Contribute to the MCK strategic planning process to provide input from a political/governance perspective and ensure alignment with political priorities and strategies.

Provide political strategic direction and supervision to the OCC leadership team, maintain relationships with stakeholders, and ensure compliance with policies and regulations.

- In collaboration with the Director of OCC, provide strategic direction to the Strategists, Analysts, Portfolio Governance Manager, and Portfolio Coordinators in alignment with the political priorities, community shared vision, and MCK strategic plan.
- In collaboration with the Director of OCC, ensure the OCC financial planning process is carried out in adherence to MCK policies, optimizing resource use and enhancing financial sustainability.
- Ensure reporting, communications, and community engagement are carried out in compliance with, and advise on the establishment of, best practices and public relations policies and standards.
- Provide political and governance-related updates, reports, and information to the Executive Director and OCC technical and project teams as required.
- Provide supervision, mentoring, and guidance to the OCC Director through ensuring hiring, timesheets, performance appraisals, and training/development needs for the OCC Director are met per MCK standards.
- Foster a healthy, safe, collaborative, and supportive work environment in the OCC, providing leadership and support and modeling desired behaviors.
- Ensure that the required orientation activities are carried out for the Ratitsénhaienhs for each election cycle.

The statements herein reflect general details to describe the principal 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.



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Education & Experience

Master's Degree in Public Policy and Public Administration plus three (3) years of relevant experience in community governance and/or political advisory services

OR

Bachelor's Degree in Political Science or Indigenous Studies plus five (5) years of relevant experience, and a background in community governance and/or political advisory services

OR

A minimum of ten (10) years of relevant experience, and a background in community governance and/or political advisory services

Knowledge, Skills, Abilities

- Knowledge of First Nations organizations structures and policies;
- Knowledge of federal and Provincial/Territorial Organizations (PTO) structures and policies;
- Thorough understanding of issues facing the community, including the community's lived realities, and present and future needs;
- Knowledge of the Ratitsénhaienhs and community, including policies and directives;
- Knowledge of MCK policies, directives, structures, portfolio system, and processes is an asset;
- Understanding and respect for Mohawk traditional structures, philosophies, concepts, and principles as embodied in the Kaianere'kó:wa;
- Superior analytical, organizational, political analysis, and negotiation skills;
- Crisis and risk management skills;
- Strong leadership, team management, and interpersonal skills, including high agility in emotional intelligence;
- Self-motivating and confident;
- Excellent communication skills (both written and oral);
- Ability to work a flexible work schedule in a high-pressure environment;
- Knowledge of external programs and available resources is an asset;
- Highly proficient in Microsoft 365 applications, including Teams, OneDrive, SharePoint, Outlook, Word, and Excel;
- Political acuity and an understanding of the need for sensitivity and confidentiality;
- Conducts business with internal and external clients in a tactful, discreet and courteous manner;
- Maintains confidentiality;
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn Kanien'kéha.



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Working Environment

- Five-day work week and work is typically performed in an in-office environment;
- High stress due to workload and unforeseen changes in the political environment;
- Occasional overtime;
- Occasional travel may be required.

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 that integrates the perspectives and considerations of the Kanien'kehá:ka of Kahnawà:ke.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____