



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, JOL1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:** Internal Communications Specialist, Public Relations

**DURATION:** Indeterminate, Full-Time  
Nine (9) Month Probation Period

**DESCRIPTION:** See Attached Job Description

**SALARY:** \$1,232.25 to \$1,392.00 Per Week  
Hours of Operation 8:30 a.m. to 4:00 p.m.  
Hours per week 37.5 hours per week

**DEADLINE FOR APPLICATION:** Wednesday, January 15, 2025 - 4:00 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](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.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



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RONWATIIO'TÉNHSÉ RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

<b>Core Job Information</b>	
<b>Job Title:</b>	Internal Communications Specialist
<b>Division:</b>	Public Relations Unit
<b>Reports To:</b>	Director, Public Relations
<b>Date of Job Description</b>	December 2, 2024
<b>Purpose:</b>	
Responsible for carrying out internal communications on behalf of the Mohawk Council of Kahnawà:ke (MCK), the Executive Office, and the Organizational Development Unit.	
<b>Roles &amp; Responsibilities</b>	
<b>To plan and carry out internal communications for the Executive Office.</b>	
<ul style="list-style-type: none"> <li>• Prepares an annual communications plan that is in alignment with the goals and objectives of the Executive Office and the MCK internal communications strategy, and implements the plan within the designated time frames.</li> <li>• Maintains close links with the Executive Office, ensuring advisory and technical support is provided for all communication needs.</li> <li>• Prepares and develops Executive Office Operational Reports to the community.</li> <li>• Prepares and delivers internal communications on specific files as requested by the Executive Team and the Public Relations Unit.</li> <li>• Adjusts the communications plan as required based on feedback from the Executive Team and from consultation with the Director of Public Relations.</li> <li>• Prepares/distributes speaking notes and communication toolkits to the Executive Team.</li> <li>• Attends Executive Office meetings and prepares/distributes memos that highlight current initiatives and how they may impact staff.</li> <li>• Ensures the communication strategy is consistent and reflects the MCK's vision, mission, values, and strategy.</li> </ul>	
<b>To develop and implement an organization-wide communications plan in alignment with the strategic and operational plans.</b>	
<ul style="list-style-type: none"> <li>• Supports the MCK Strategic Working Group and Organizational Development Unit by preparing an annual communications plan for the MCK Strategic Plan; implements the plan within the designated time frames.</li> <li>• Ensures the MCK Strategic Plan communications plan is aligned with the MCK Change Management Framework.</li> <li>• Adjusts the MCK Strategic Plan communications plan as required based on feedback from the Director of Organizational Development and from consultation with the Director of Public Relations.</li> </ul>	



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- Participates in Strategic Working Group meetings and prepares/distributes communications with a focus on how initiatives may impact staff, milestones, changes, and successes.
- Participate in Operation Planning (or similar meetings) and communication liaison meetings to ensure effective alignment and change management communication with all internal communication activities.

### **To ensure internal communications functions are in accordance with Public Relations policies and procedures.**

- Assists PR liaisons with communications, providing advisory support as needed, in collaboration with the Community Engagement Specialist.
- Assists with preparing communications for internal facing units: Executive Office, Information Management, Asset Management, Legal Services, Finance, Administration, Organizational Development, and Human Resources.
- Ensures internal stakeholders are consulted/informed of all Public Relations external communications as necessary; this includes key leadership, staff, and/or unit liaisons.
- Maintains a close link with the Public Relations Coordinator and Community Engagement Specialist; ensures that the preparation and distribution of information is in accordance with proper policies, guidelines, procedures, and resources.
- Designs, edits, prepares, prints, and/or publishes communications such as memos, videos, posters, letters, blog posts, speaking notes, web posts, newsletters, etc. in accordance with Public Relations procedures and the MCK Internal Communications Strategy.
- Ensures relevancy by contributing to the ongoing development/review of the Internal Communications Strategy.
- Works in conjunction with Public Relations when assistance is required to communicate with stakeholders, coordinate publications, and use services, tools, and equipment of the Public Relations Unit.
- Ensures communications are accessible to staff (clear, direct, easy to understand, and available).
- Ensures engagement activities are available for two-way information sharing between the Internal Communications Specialist and all internal stakeholders, in collaboration with the Community Engagement Specialist.
- Ensures communications are promptly distributed and filed in a central location that is accessible to staff; maintains the internal communications database.
- Arranges for the translation of communication materials into Kanien'kéha and French as needed.

### **To annually report on internal communication metrics and key performance indicators.**

- Identifies, tracks, and reports on internal communication metrics and key performance indicators.
- Gathers and analyzes statistics on the use of internal communications.
- Gathers qualitative data to determine if information is being successfully delivered to staff.
- Prepares annual internal reports and makes recommendations to adjust strategic approaches based on the data.
- Leads planning and development of Annual Report to community.



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- Pilots incentive initiatives that encourage staff to review internal communications; evaluates the success of such initiatives and uses them to inform future communications plans.
- Stays up to date with best practices to reach and communicate with staff and provides recommendations.

***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.***

### Education & Experience

- Bachelor's Degree in Public Relations or Communications or related discipline, plus one (1) year relevant experience.
- OR
- DEC in Public Relations or Communications, plus three (3) years relevant experience.
- OR
- High School Diploma, plus five (5) years relevant experience.

### Knowledge, Skills, Abilities

- Excellent oral and written communications skills.
- Understanding of internal communications and engagement strategies.
- Project management, analytical, and interpersonal skills.
- Knowledge of graphic design software and services for design.
- Knowledge of computer systems including Office 365, Monday.com, desktop publishing, and Internet.
- Knowledge and comprehension of the political and administration direction of the MCK an asset.
- Knowledge of change management principles is an asset.
- Experience with strategic and operational planning is an asset.
- 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 the Kanien'kéha language.

### Working Environment

- Five-day work week that is performed in an office environment.
- Occasional evening/weekend work required.
- Occasional overtime may be required to meet communications demands.
- Moderate stress due to workload and timelines.
- Tight deadlines.



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### **Commitment Statement:**

I serve the Kahnawake 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: \_\_\_\_\_