



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### JOB OPPORTUNITY

<b><u>POSITION:</u></b>	<b>Office of the Kahnawà:ke Kanien'kehá:ka Registry Administrative Assistant / Project Support, Client Based Services</b>
<b><u>DURATION:</u></b>	Indeterminate, Full-Time Six (6) Month Probation Period
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$824.63 to \$931.50 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>Wednesday, January 22, 2025 - 4:00 p.m.</b>
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE</u> THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</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.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



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<b>Core Job Information</b>	
<b>Job Title:</b>	Office of the Kahnawà:ke Kanien'kehá:ka Registry Administrative Assistant/Project Assistant
<b>Division:</b>	Client Based Services
<b>Reports To:</b>	General Manager of Kahnawà:ke Kanien'kehá:ka Registry
<b>Date of Job Description</b>	December 17, 2024
<b>Purpose:</b> The position is responsible for providing administrative, secretarial, and project assistance to the office of the Kanien'kehá:ka of Kahnawà:ke.	
<b>Roles &amp; Responsibilities</b>	
<b>To provide administrative and secretarial support to the Office of the Kanien'kehá:ka of Kahnawà:ke.</b> <ul style="list-style-type: none"><li>• Answers, screens, and directs all incoming telephone calls and clients to the appropriate personnel.</li><li>• Provide first point of contact assistance for individuals, agencies and community services for the Office of the Kanien'kehaka of Kahnawà:ke.</li><li>• Provides information and assistance to clients regarding application under the Kanien'keha:ka of Kahnawake Law, the Kahnawake Residency Law, and information about related programs and services.</li><li>• Ensures the office is relieved of as much routine work as possible.</li><li>• Prepares reports and correspondence.</li><li>• Maintains the department file system, project binders, and other records in paper and electronic files for active and archive systems.</li><li>• Handles photocopying, scanning, and or/faxing.</li><li>• Coordinates the scheduling of in-person and teams meetings, training courses, and workshops.</li><li>• Maintains the digital OKKR staff calendar reflecting meetings, wellness, and vacation days of staff.</li><li>• Gathering, ordering, and maintaining office supplies.</li><li>• Performs reception duties on a rotation list basis.</li></ul>	



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

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### **To provide administrative and project assistance to the Registrar and Compliance Officer.**

- In collaboration with the Registrar and Compliance Officer, ensures timelines and deadline dates are respected for the Kanien'kehaka of Kahnawà:ke Law and the Kahnawà:ke Residency Law.
- Relieves the Registrar and Compliance Officer of administrative tasks to assist with meeting the deadlines prescribed in the two laws.
- Primary contact for intake of applications for the KKL and the KRL including the verification of applicant contact information, completeness of applications, and primary preparation of lineage documents on file.
- Provide additional information from church records related to life events.
- Ensure files are complete and digitally scanned into individual records in the database.
- Ensures Kanien'kehaka of Kahnawà:ke Law and Kahnawà:ke Residency Law regulatory compliance date index is maintained, and timelines are respected.
- Prepares files for all aspects of the Kanien'kehaka of Kahnawà:ke Law and Kahnawà:ke Residency Law applications.
- Updates public notification documents as directed.
- Assist with communicating updates as related to public postings.
- Provides meeting support through scheduling, coordinating, and minute-taking.
- Collaborates with the Registrar and Compliance Officer to ensure the successful completion of projects and ensure proper responses and follow-up.
- Assists in tracking projects, files, and activities.
- Conduct research to support project development and decision-making processes.
- Other duties and projects as assigned.

### **To provide meeting support to Office of the Kahnawà:ke Kanien'kehá:ka Registry , the Registrar and Compliance Officer.**

- Assist with preparation and arranging of meetings.
- Setting up invite lists and maintaining attendance records.
- Contacting meeting attendees to schedule meetings.
- Coordinates catering, room bookings, and equipment rentals.
- Prepares and distributes meeting materials (agendas and minutes), corresponding with attendees, guests, and presenters accordingly.
- Perform other tasks necessary to ensure smooth and successful events and meetings.

***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

- DEP in Secretarial Sciences, plus five (5) years of relevant work experience.
- OR
- High School Diploma, plus seven (7) years of relevant experience.

### Knowledge, Skills, Abilities

- Thorough knowledge and understanding of Kanien'kehá:ka of Kahnawà:ke Law, Kahnawà:ke Residency Law, and provincial and federal government structure.
- Good understanding of MCK programs, policies, administrative and operational procedures.
- Strong administrative and secretarial skills.
- Knowledge of general office practices and office equipment.
- Excellent oral and written communication skills.
- Sound planning, time management, and organizational skills.
- Attention to detail and accuracy.
- Ability to use judgment, to take initiative, and to apply various problem-solving techniques when necessary.
- Ability to comprehend and interpret policies, procedures, laws, and guidelines.
- Ability to develop options and make recommendations.
- Strong organizational and research skills.
- Minute-taking skills.
- Sound knowledge of databases, Word, Excel, and the ability to learn various computer programs.
- Ability to work independently and as part of a team.
- 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 workweek in an office environment.
- Occasional overtime may be required.
- Considerable stress and exposure to emotional, personal, and sensitive situations (social & family issues) requiring tact, discretion, and confidentiality.
- Occasional travel.

### 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,



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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: \_\_\_\_\_