



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

<u>POSITION:</u>	Community Engagement Coordinator, Office of the Council of Chiefs
<u>DURATION:</u>	Fixed-Term, Full-Time (February 17, 2025 -March 27, 2026) Nine (9) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$979.13 to \$1,105.88 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, February 14, 2025 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED <ul style="list-style-type: none">✓ 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.**
- **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'

Core Job Information	
Job Title:	Community Engagement Coordinator
Division:	Office of the Council of Chiefs (OCC)
Reports To:	Vernon Goodleaf
Date of Job Description	January 10, 2025
Purpose:	
Is responsible for the development and implementation of Indigenous Rights and Research (IRR) community engagement strategies and systems to share and engage with the community on IRR's operations and activities.	
Roles & Responsibilities	
To develop community engagement strategies for IRR.	
<ul style="list-style-type: none"> • Research existing community engagement strategies within MCK and other communities. • Develop guiding principles for IRR's community engagement work that align with the MCK Community Engagement Policy. • Coordinate IRR's communication strategy development to engage and share information with the community on IRR's activities. Including when and how communication occurs. • Develop and create communication systems for community engagement based on the guiding principles and communication strategies. • Coordinate with the rest of IRR to finalize the community engagement strategies and systems and to receive the necessary approvals from the IRR portfolio and IRR management. 	
To coordinate and manage engagement initiatives and activities for IRR.	
<ul style="list-style-type: none"> • Communicate with the community in accordance with the Kahnawà:ke's Community Decision-Making and Review Process as well as all other relevant policies, protocols, and procedures. • Act as a primary point of contact for the IRR. • Carry out community engagement sessions with various groups, organizations, and the community at large related to IRR activities. • Create communication materials to inform the community about IRR initiatives and to encourage community engagement in IRR's initiatives and projects. • Work with community groups, organizations, and the community at large to receive feedback on IRR priorities. 	



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To analyze and report on engagement strategies and activities for IRR.

- Ensure that all appropriate parties (stakeholders) are informed of relevant information gathered from engagement activities.
- Act as the IRR liaison for engagement activities with all stakeholders.
- Work with the PRU Public Relations Specialist, Community Engagement to act as the spokesperson for engagement activities for publications and tools (i.e., reports, press releases, media interviews, etc.).
- Maintain an organized data management resource for all feedback from engagement activities.
- Measure and evaluate the effectiveness of engagement tools and provide recommendations to enhance the effectiveness of the Unit.
- Advise the IRR on how the guidance received from community consultation can be integrated into IRR operational activities and strategies.
- Advocate in various forums for stronger, culturally grounded rights protection strategies.

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 Communications, Political Science, or a related field, plus one (1) year of relevant experience.

OR

- DEC in Political Science, 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

- Knowledge of other community programs and services and how they function and interact with one another.
- Excellent communications skills, both oral and written.
- Strong knowledge of the dynamics of the community of Kahnawà:ke.
- Strong knowledge and/or experience in strategic planning exercises and communications planning.
- Strong organizational skills, creativity, and computer skills (MS Office; graphic design programs).



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- Demonstrated interest in public relations and community engagement.
- Strong public speaking skills.
- Ability to work independently.
- Strong attention to detail.
- Analytical skills.
- Interest in the environment and traditional knowledge.
- 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 is required.

Working Environment

- Five-day work week in an office environment.
- Occasional travel and overtime may be required.
- Moderate productivity pressure.

Commitment Statement:

I serve the Kahnawà:ke 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: _____