

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

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

## INTERNAL/EXTERNAL

### JOB OPPORTUNITY- (Extension)

<b><u>POSITION:</u></b>	Training & Development Coordinator
<b><u>DURATION:</u></b>	Fixed-Term - Nine (9) Months, Full-Time Six (6) Month Probation Period
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$1,148.25 to \$1,296.75 Per Week
Hours of Operation	8:30 am – 4:00 pm
Hours per week	37.5 Hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	Thursday, July 7, 2022 - 4:00 p.m.
<b><u>REQUIREMENTS:</u></b>	<b><u>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.</u></b> <ul style="list-style-type: none"><li>✓ A Signed Privacy Waiver allowing a security check to be performed.</li><li>✓ A clear photocopy picture ID (Driver's license)</li><li>✓ Applicant Check list</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Three (3) professional references (Name &amp; contact information)</li><li>✓ Provide Proof of Educational Credentials. See attached job description for qualifications.</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 applications are submitted complete as requested. Incomplete applications may not be considered.
- When e-mailing please ensure you call to confirm your application was received before the deadline
- A preference will be given to Aboriginal candidates.



<b>Job Title:</b>	Training and Development Coordinator
<b>Division:</b>	Human Resources
<b>Reports To:</b>	Director of Human Resources
<b>Name of Incumbent:</b>	TBD
<p><b>Purpose:</b> Under the supervision of the Director of Human Resources, develops, oversees, and administers a sound Training &amp; Development program that delivers the required resources, information, and training opportunities to the employees of the MCK aimed at providing the means to meet the needs of their position and department as well as assisting in their career development and aspirations.</p> <p>To oversee the training budget, ensuring that funding is secured and always monitored, reports are made and submitted on a timely basis.</p>	
<p><b>Cultural Identity Attributes:</b></p> <p>Places a great amount of emphasis on teamwork. Will have a genuine interest &amp; concern for fellow employee's success and will display this through a willingness and passion to mentor others. The candidate is highly committed and loyal to the organization and sees its success &amp; long-term benefits gained from human resource development. Is creative, innovative, and is abreast of new trends and opportunities that will benefit the organization and its employees.</p>	
<p><b>Roles &amp; Responsibilities:</b></p>	
<p><b>To administer, oversee and develop the Human Resources Training &amp; Development Program.</b></p> <ul style="list-style-type: none"> <li>• Researches and develops training program needs and requirements for the MCK.</li> <li>• Develops and modifies a Training &amp; Development Policy.</li> <li>• Administers training programs in accordance with the policy.</li> <li>• Plans and administers career and development training plans for new and existing employees.</li> <li>• Compiles inventory of employee training needs (through performance appraisals, requests surveys, 5-year operational plans, unit strategic plans and other means).</li> <li>• Ensures training requests coincide with job requirements or departmental &amp; organizational goals.</li> <li>• Reports training activities, and monthly/yearly statistics (# employees per year, per course, place, etc.) to Director of H.R. on a regular basis.</li> <li>• Purchases resource books, audio and video materials, and other training resources.</li> <li>• Controls and monitors training resources budget.</li> </ul>	



- Ensures the development and promotion of a training resource library composed of resource books, audio & video materials.
- Provide information to employees on the training program.

**To coordinate Employee Training Programs aimed at ensuring that the professional aspirations and needs of The Mohawk Council of Kahnawake employees are recognized and addressed.**

- Researches and hires training providers.
- Coordinates all activities and arrangements required to deliver training program (i.e. scheduling, reserving of training facilities and equipment, refreshments) and any other requirements.
- Establishes contacts with training sources for training taking place outside the workplace.
- Notifies individuals of available training.
- Ensures all necessary information is properly communicated.
- Determines approval of funding of training for individual requests to attend training seminars.
- Makes the necessary activities and arrangements for employees taking training outside the workplace (i.e. registration, travel arrangements, obtain purchase order numbers, ensures invoices are approved and payment is made to training institution, request advances for travel, ensure expense report is made and submitted, ensuring substitutes for cancelled participants are found).
- Recommends the need to provide or fund training for specific groups.
- Prepares and presents workshops on various topics of interest and need.
- Follow up with employees to ensure the training was adequate.
- Track training taken by employees.
- Maintains an updated inventory of available training programs and courses.
- Create and maintain training database.
- Maintains training files.
- Provide an orientation/training program to new hires.

**To oversee the Human Resources Training & Development Budget**

- Determines, prepares, and submits yearly 9016 Training budget.
- Searches for alternate funding sources for training.
- Prepares and submit yearly funding proposals for DIA submission.
- Keeps track of the funding received from DIA or other sources and provide year-end reports to sources.
- Approves funding for training by employees up to the maximum allowable rates as established.
- Ensures invoices are received, approved & submitted for payment
- Clarifies inconsistencies between invoices sent to accounting and the training company's records.
- Submits travel advances on behalf of the employee.
- Submits travel expense reports and ensure related supporting documentation are provided in accordance with the MCK Travel Policy.



- Tracks monthly budget and submit variance reports.
- Measure training in terms of cost/benefits.
- Establishes training contacts and collaborates with other organizations to meet client's needs.

***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.***

**Decision Making Authority:**

- Decides on the appropriate training methods;
- Decides on the most beneficial training providers to suit the needs of the organization;
- Sets MCK training and development goals, objectives, and priorities in alignment with strategic plan;
- Decides on execution of the training and development plan;
- Decides on program requirements based on organizational needs;
- Sets standards and expectations for programming;
- Decides on program participation and feasibility;
- Decides on the needs and management of the training and development budget;
- Sets global competency and capacity benchmarks, decides on strategy to fill gaps, prioritizes based on needs and resources;

**Accountability:**

- The successful development and execution of the MCK Global employee training and development program;
- The continuous development of employees;
- The management of employee training and development programming, resources, and budget;
- Ensuring feasibility and participation in the employee training and development programming;
- Ensuring the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discrete, and courteous manner
- Maintain confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives

**Education & Experience:**

- Bachelor's Degree in Human Relations or a related field, plus one (1) year relevant experience;

OR

- DEC in Social Sciences or a related field, plus three (3) years relevant experience in the Indigenous research field;

OR

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

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

- Knowledge of training and development theories and techniques;
- Strong research skills required to search for educational programs, institutions, and training providers;
- Knowledge/understanding of the various adult learning styles;
- Knowledge of external programs and available resources and the ability to tap into these resources would prove invaluable;
- Project management and research skills;
- Ability to work under pressure and stress;
- Strong oral and written communication and organizational skills;
- Skill in analyzing and evaluating various HR related issues;
- Knowledge of computerized information systems used in human resources applications;
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals;
- Strong computer skills, to include database management, word processing, creating spreadsheets, e-mail, and the internet;
- Research, analytical, and critical thinking skills;
- Strong administrative and budgeting skills;
- 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 and work is performed in a typical interior/office environment;
- Moderate stress due to workload;
- Occasional overtime.



<b>Competencies:</b>					
<b>Self - Management</b>	<b>Client &amp; Team Relations</b>	<b>Quality Decision Making</b>	<b>Professional Capacity</b>	<b>Communication</b>	
Intermediate	Intermediate	Intermediate	Intermediate		
<b>Adaptability</b>	<b>Planning and Organizing</b>	<b>Leadership</b>	<b>Language &amp; Culture</b>		
Intermediate	Intermediate	Intermediate	Core		
<b>Commitment Statement:</b>					
<p>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.</p>					
<b>Signatures:</b>					
Employee’s Signature: _____					
Date: _____					
Supervisor’s Signature: _____					
Date: _____					
Performance Management Administrator’s Signature’s: _____					