



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION:

Program Manager, Housing Unit

DURATION:

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

DESCRIPTION:

See Attached Job Description

SALARY:

\$1,267.13 to \$1,431.38 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:**

Monday, February 24, 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

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'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Program Manager
Division:	Housing Unit
Reports To:	Director, Housing Unit
Date of Job Description	January 2025
Purpose	
<p>The Program Manager researches, develops, and implements new housing programs and services aligned to the community's needs and the strategic direction of the Housing Unit.</p> <p>Responsible for the continuous improvement of the active programs and is accountable for defining the administrative and operational components of the Housing programs including ongoing monitoring and reporting of program performance.</p>	
Roles & Responsibilities	
<p>Develop, implement, and monitor Housing programs (rental and home ownership, ensuring that programs meet and support the community needs.</p> <ul style="list-style-type: none"> • Responsible for program research, design, implementation, monitoring, support, and enhancement. • Researches, develops, and implements housing programs that meet the needs of the community. • Initiates private market engagement and advocacy. • Monitors and evaluates current Housing programs; continuous improvement of delivery of programs/services in partnership with the Customer Experience Manager. • Assesses and provides recommendations on program improvements; presents recommendations to the Housing Director, Executive Director, and Council of Chiefs. • Determines necessary resources (budgetary and personnel) required for program implementation. • Oversees feasibility studies and performs risk assessment. • Liaise with community members and leaders as needed to research program offerings. • Liaises with financial partners to establish and maintain clear program guidelines. • In collaboration with Credit Management, develop a financial literacy education program for clients and potential clients. • Research possible funding and grant opportunities and liaises with funding agencies and government agencies to secure funding as needed for programs. 	
<p>Manages the administrative and operational components of Rental Housing program to ensure adherence to standards.</p> <ul style="list-style-type: none"> • Partners and collaborates with internal MCK units to develop the necessary support for Housing programs – i.e., Finance, Lands, Capital, and IM. • Outside partner engagement and relationship management (CMHC, banking). • Manages external relations with banks and government institutions. 	



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- Develops and monitors program budgets and client service standards.
- Liaise with external parties – information gathering and secure funding (CHMC, Non-profits, other indigenous communities).
- Provide insight and recommendations for determining program rates.
- Monitors and adjusts budget for Housing programs.

The statements herein reflect general details to describe the principal functions of 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 business administration, Social Work, plus three (3) years relevant work experience.
- OR
- DEC in Business Administration, or Social Services, plus five (5) years' relevant work experience.
 - Previous experience establishing programs within the residential housing section is preferred.

Knowledge, Skills, Abilities

- Strong residential housing program development experience.
- Knowledge of Kahnawà:ke's Housing Program policies and procedures.
- Awareness of community needs and issues impacting the community.
- Ability to connect with the community of Kahnawà:ke.
- Strong oral and written communication skills.
- Understanding of financial and banking terms and applications.
- Project and budgetary management skills.
- Supervisory skills are an asset.
- Proficient knowledge of Microsoft Suite and ability and willingness to learn new tools and systems.
- Sound knowledge and understanding of Mohawk Council of Kahnawà:ke (MCK) dept./unit programs, policies (Land Allotment, Water and Sewer; Land Management, MCK Admin. Manual-Personnel Policy, Mohawk Self Insurance Policy, and Membership Law).
- 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.



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Working Environment

- Five (5) day work week, in an office environment or remote office.
- Occasional overtime to meet the needs of the department.
- 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 Kahnawà:ke community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting, and nurturing innovative 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: _____