



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION: Special Projects Coordinator, Public Safety Division

DURATION: Fixed-Term, Full-Time – One (1) year
Six (6) Month Probation Period

DESCRIPTION: See Attached Job Description

SALARY: \$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

DEADLINE FOR APPLICATION: Thursday, February 27, 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 RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Special Projects Coordinator
Division:	Public Safety Division
Reports To:	Director of Public Safety
Date of Job Description	January 29, 2025
Purpose: To carry out special projects of the Public Safety Division. Ensures appropriate operational actions are taken in order to ensure the implementation of special projects in alignment with the strategic direction. Assists with the design of projects, contributing to the preparation of funding proposals, overseeing consultant work, managing project budgets and schedules, consulting and collaborating with community members, and sharing project results with the community.	
Roles & Responsibilities	
To coordinate, plan, develop, and prioritize special projects of the Public Safety Division. <ul style="list-style-type: none">• Coordinates public safety projects and programs and ensures that the goals and objectives are being actively pursued and met.• Develops terms of reference and requests for proposals and participates in the consultant selection process.• Works with MCK administrative units for contractual and budgetary purposes.• Maintains organized project files and manages project budgets and schedules.• Participates in project activities including fieldwork, presentations and communications.• Acts as a liaison between the project staff, community members, consultants, field technicians, MCK, media, and other stakeholders.• Promotes projects and actively seeks input from community members through media, open houses, kiosks, interviews, and surveys.	



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To provide public safety expertise regarding proposed projects, policies, activities, and other requests that may have an impact on public safety of our territories.

- Reviews and compiles current information related to proposed projects, policies, activities and other requests which might have an impact on the public safety of Kahnawà:ke and Tioweró:ton.
- Assists in the preparation of public safety positions concerning proposed projects.
- Prepares documentation such as memos, reports, briefing notes or presentations, which present the positions and recommendations of the Public Safety Division.
- Assists in the development and update of local policies and procedures to ensure that they reflect current public safety best management practices.
- Provides subject matter expertise to community members, MCK staff and Chief and Council requesting information on a variety of public safety issues.

To implement and coordinate the Asbestos Containing Material (ACM) management plan

- Implement the Asbestos Containing Material Management Plan.
- Coordinates the yearly monitoring of the ACM in the community.
- Liaises with community members and stakeholders about the ACM management plan.
- Liaises with experts regarding ACM management practices, and maintains current knowledge about scientific information, trends and best practices.
- Prepares and implements a yearly communications plan to ensure that the community is aware and up to date.
- Maintains and updates all data related to the ACM.

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 Public Administration or similar field, plus one (1) year of relevant experience in project management or safety field.

OR

- High School Diploma, plus five (5) years of experience in a related field.
- Certificate in project management is an asset.



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Knowledge, Skills, Abilities

- Interest in and knowledge of public safety issues of Kahnawà:ke and Tioweró:ton.
- Strong organizational, communication, writing and research skills.
- Self-motivated and able to work independently.
- Ability to work collaboratively and managing multiple projects effectively.
- Strong public speaking and meeting facilitation skills.
- Strong attention to detail.
- Strong analytical and problem-solving skills.
- Excellent planning and time management skills.
- Ability to write proposals, reports, and press releases.
- Attention to detail and accuracy.
- Sound knowledge of MS office systems (Word, Excel, PowerPoint, Outlook, MS project) and willingness to learn new programs.
- Ability to supervise consultants, as required.
- Knowledge of public safety policies, laws and regulations is an asset.
- A sensitivity to and understanding of the needs/desires of the community.
- 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.
- Ability to manage moderate overtime to meet deadlines, attend meetings, events, training, or presentations.
- Ability to handle high stress during emergency situations.

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:



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Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____