



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>	Director of the Office of the Council of Chiefs, Office of the Council of Chiefs
<u>DURATION:</u>	Indeterminate, Full-Time One (1) Year Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$1,848.00 to \$2,087.60 Per Week
Hours of Operation	8:00 a.m. to 4:00 p.m.
Hours per week	40 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Tuesday, March 4, 2025 - 4:00 p.m.
<u>REQUIREMENTS:</u>	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 Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



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RONWATIIO'TÉNHSE RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Director of the Office of the Council of Chiefs
Division:	Office of the Council of Chiefs
Reports To:	Ohén:ton Í:rate ne Ratitsénhaienhs (interim)
Date of Job Description	February 2025
Purpose:	
<p>Is responsible for managing all operational aspects of the OCC to ensure effective operations and provide strategic direction and guidance to the operations team to ensure portfolio teams are working toward fulfilling portfolio mandates.</p>	
Roles & Responsibilities	
<p>Provide strategic direction for the OCC operations and administrative functions in alignment with organizational goals.</p> <ul style="list-style-type: none"> • Provide strategic guidance to the OCC team, aligning operational objectives with the political priorities, community-shared vision, and the MCK strategic plan. • Implement continuous improvement initiatives to enhance processes and operations. • Collaborate with other members of the organization, including the Chief Political Advisor and the Executive Director. • Maintain and monitor the organizational structure of the OCC, including the implementation of any restructuring plans with a focus on continuous quality improvement. • Develop, implement, and maintain OCC operational policies, procedures, processes, checklists, work instructions, guides, and forms to ensure OCC operations run effectively and efficiently. • Ensure change management and communication plans are incorporated into OCC strategic and operational plans and initiatives. • Implement quality control measures for the OCC operations team, ensuring services are effective, efficient, and in accordance with best practice standards. • Manage high-priority crises and ensure timely resolution of any OCC operational issues. • Determine, monitor, and adjust the OCC administrative and operational priorities. 	



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Oversee and direct the OCC operations team, providing guidance, support, and fostering a collaborative environment.

- Provide supervision, mentoring, and guidance to OCC staff.
- Contribute to strategic workforce development and ensure human resources planning is carried out for the OCC team.
- Oversee the hiring of personnel for OCC in accordance with HR policies and procedures to ensure consistent and reliable service delivery.
- Ensure timesheets are submitted for the OCC staff and Ratitsénhaienhs in accordance with HR standards.
- Set performance expectations and provide regular feedback and formal performance evaluations for direct reports, ensuring OCC adheres to the MCK performance management standards.
- Identify training, cross-training, and succession planning needs for the OCC team, and ensure employees receive appropriate training and professional development opportunities.
- Foster a healthy, safe, collaborative, and supportive work environment in the OCC, providing leadership and support and modeling desired behaviors.
- Ensure that OCC team members have adequate tools, technology, office space (or remote work expectations), and other required resources to perform their functions.
- Organize and facilitate team and individual meetings as required to discuss key initiatives and priorities, share updates, and address concerns or challenges.
- Assist the Chief Political Advisor and Executive Director with the Ratitsénhaienhs election and orientation activities, as required.

Oversee OCC budgets, ensure compliance with policies and regulations, and maintain relationships with stakeholders.

- Forecast, prepare, monitor, and manage OCC budgets and financial resources, ensuring responsible allocation and adherence to financial goals and MCK policies.
- Contribute to the global MCK financial planning process, working to optimize resource use and enhance financial sustainability.
- Negotiate and oversee contracts with external partners and prepare funding proposals related to the OCC's mandate as required, ensuring adherence to MCK standards.
- Ensure cost and impact assessments on OCC operational and administrative matters are conducted prior to providing formal approval.
- Ensure that high-quality data, reports, and information are provided to the Ratitsénhaienhs to support informed decision-making on a functional, operational, and administrative level.
- Ensure the OCC maintains efficient and effective document management, filing, and archiving procedures in adherence to MCK Information Management policies.
- Provide status reports on OCC operational or administrative matters to the Chief Political Advisor, Ratitsénhaienhs, the Executive Director, and the community as required.
- Develop and implement effective communication protocols in accordance with MCK policies and standards, and ensure consistent use with the Ratitsénhaienhs and the OCC.



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- Ensure community engagement and reporting are carried out in compliance with public relations and communications policies and standards.
- Represent the MCK in interactions with external stakeholders as required.
- Ensure that the OCC operates in compliance with applicable policies, legislation, and regulations, taking corrective measures as required.

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 Business, Political Science, or a related field plus five (5) years of relevant experience.

OR

- DEC in Business, Political Science, or a related field plus ten (10) years of relevant experience.

Knowledge, Skills, Abilities

- Knowledge of MCK policies, directives, structures, portfolio systems, and processes is an asset.
- Understanding of the issues facing the community and community needs.
- Highly motivated self-starter with the ability to take initiative.
- Strong time management and priority management skills.
- Knowledge of best practices in management, business processes, business operations, project management, facilitation, and budgeting.
- Strong analytical and organizational skills.
- Sound judgment and decision-making skills.
- Crisis and risk management skills.
- Knowledge of strategic and operational planning.
- Able to work independently and with a team.
- Strong interpersonal and communication skills (both written and verbal).
- Able to guide, direct, supervise, and motivate a high-performing team.
- Knowledge of Microsoft 365 applications, including Teams, OneDrive, SharePoint, Outlook, Word, and Excel.
- Political acuity and an understanding of the need for sensitivity and confidentiality.
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner.
- Maintains confidentiality.



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- 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 work week in an office environment.
- Moderate to high-stress work environment due to workload.
- Occasional overtime.

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: _____