



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>	Land Management Administrator, Lands Unit
<u>DURATION:</u>	Indeterminate, Full-Time 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>	Tuesday, March 4, 2025 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE</u> THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume
- ✓ Valid driver's license is required

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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RONWATIO'TÉNHSE RAOTIRIHWASHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Land Management Administrator
Division:	Land Management, Lands Unit
Reports To:	General Manager of Land Management
Date of Job Description	February 2025
Purpose:	
<p>Performs all responsibilities related to the administration of the Land Management Committee, the management of all its files and records, as well as provides additional support to the Land Management Technicians.</p> <p>Places emphasis on standard operating procedures and quality control.</p>	
Roles & Responsibilities	
Land Management Committee (LMC) Administrator	
<ul style="list-style-type: none"> • Administers the LMC By-Laws and procedures. • Assists in the development of any changes to the LMC By-Laws. • Ensures applicants are aware of all LMC processes and are adhered to. • Advises of any necessary procedural changes and implements. • Ensures applicants have completed the LMC request forms accurately and thoroughly. • Ensures all information is verified and complete for LMC for decision-making. • Prioritizes files dependent on the nature of the request. • Advises and consults with applicants throughout the LMC process. • Performs all required research. • Determines and performs all required consultations. • Creates AutoCad files and maps. • Processes all appeals. • Drafts and ensures accuracy of all correspondence, requests for decisions, briefing notes, and MCEDs. • Tracks and conducts follow-up from LMC meetings. • Maintains an open line of communication with the Land Management Committee. 	
Land Management Committee Records Keeper	
<ul style="list-style-type: none"> • Creates all LMC files and keeps them up to date at the different stages of the file. • Ensures all MCEDs related to Lands are recorded and kept up to date. • Creates ArcGIS files for the Lands designations and land use agreements. • Develops and implements efficient processes for accessing information. • Develops, implements, and maintains a master database for all LMC files. 	
Lands Support	
<ul style="list-style-type: none"> • Research historical data related to Lands. • Provides support for Lands projects, including Tioweró:ton. • Issues authorization letters to Canada Land Surveyors. 	



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- Provides community members with information on all land-related services.
- Maintains record of communications with clients and ensures file completion.
- Assists with the preparation of Land transfers.

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

- DEC in Business Administration or related field plus two (2) years of relevant experience.
- OR
- Certification in Land Management or related field plus three (3) years of relevant experience.
- OR
- High School Diploma plus five (5) years of relevant experience in administration.

Knowledge, Skills, Abilities

- Knowledge of Lands Unit policies and operational procedures.
- Excellent knowledge of computer skills (Word, Excel, PowerPoint).
- Excellent knowledge of computer software applications (AUTOCAD, ArcGIS, etc.).
- Knowledge of policy development and procedures.
- Strong organizational skills.
- Excellent verbal and written communication.
- Excellent research skills.
- 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.

Working Environment

- Five-day workweek is performed in an office environment.
- Some field work or site visits are required due to the nature of the work.
- Moderate stress due to workload.
- Occasional overtime and weekend work required.

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.



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Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____