



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION:

OCC Project Leader, Office of the Council of Chiefs

DURATION:

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

DESCRIPTION:

See Attached Job Description

SALARY:

Hours of Operation
Hours per week

\$1,267.13 to \$1,431.38 Per Week
8:30 a.m. to 4:00 p.m.
37.5 hours per week

**DEADLINE FOR
APPLICATION:**

Friday, March 21, 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:
kahnawake.com/job-opportunities

- **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 RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	OCC Project Leader
Division:	Office of the Council of Chiefs (OCC)
Reports To:	General Manager of Operations, OCC
Date of Job Description	February 2025
Purpose: Is responsible to oversee, coordinate, and implement specific projects related to: Establishing and negotiating political arrangements or specific agreements with external governments and agencies and developing Governance functions, frameworks and capacities for Kahnawà:ke by assuming a Leadership role for these projects, coordinating the activities of the resources assigned to the Project/Portfolio team and ensuring that Project Plans are developed, maintained and updated in a timely manner as required.	
Roles & Responsibilities	
Project Leader - Negotiations <ul style="list-style-type: none"> • Oversee the implementation of specific projects. • Establish and negotiate political arrangements or specific agreements with external governments and agencies. • Coordinate activities and resources assigned to the Project/Portfolio team. • Develop and oversee joint work plans with counterparts of other governments or First Nations. • Analyze and evaluate both historical and current projects and initiatives. • Identifies and consults with stakeholders. • Liaise with all members of the Project team and Portfolio Chief. • Identifies and resolves any problems within a project. • Conducts political analyses and provides direction to specific Project/Portfolio teams. • Coordinates and facilitates the work of Project/Portfolio team members. • Assesses specific technical research needed. • Coordinates research initiatives and all follow-up work needed for the Project/Portfolio. • Provides research, analysis, writing and coordination of activities pertaining to the development of any reports to Chief and Council. • Develop communications strategies and materials related to project goals and activities. 	



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Project Leader – Governance

- Develop Governance functions, frameworks and capacities for Kahnawà:ke.
- Oversee the implementation of specific projects.
- Coordinate activities and research assigned to the project team.
- Identifies and consults with stakeholders.
- Liaise with all members of the Project team and Portfolio Chief.
- Identifies and resolves any problems within a project.
- Conducts political analyses and provides direction to specific Project/Portfolio teams.
- Coordinates and facilitates the work of Project/Portfolio team members.
- Assesses specific technical research needed.
- Coordinates research initiatives and all follow-up technical work needed for the Project/Portfolio.
- Provides research, analysis, writing and coordination of activities pertaining to the development of any reports to Chief and Council.
- Develops communications strategies and materials related to project goals and activities.

Project Collaboration

- Collaborate on OCC related projects as assigned.
- Continue projects/Portfolios as assigned by the Chief Political Advisor.
- Provided regular updates and seek direction 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 Political Science or related field, plus one (1) year of relevant experience.
- OR
- DEC in Social Science, plus three (3) years of relevant experience.
- OR
- High School Diploma, plus five (5) years of relevant experience.

Knowledge, Skills, Abilities

- Thorough knowledge of the agreements between Kahnawà:ke and Canada, and general knowledge of the Quebec/Kahnawà:ke Relations process itself.
- Excellent written and oral communication skills.
- Ability to use initiative, sound judgement and strong problem-solving skills.
- Strong project management, analytical, and interpersonal skills.



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- Sound organizational and research skills are necessary to develop and provide sound advice and contingency planning, on implementation issues.
- Ability to plan and strategize.
- Ability to work independently and in a team setting.
- A highly motivated self-starter.
- Ability to comprehend, interpret and discuss implementation concepts.
- Proficiency in office systems and sound knowledge of all Microsoft Office programs.
- 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 work week in an office environment.
- Moderate stress and productivity pressure associated with meeting and delivering work in a timely manner.
- Occasional overtime.
- 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 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: _____