



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY – MCK/KSSEP 2025**

<b><u>POSITION:</u></b>	<b>Snack Bar Worker, Sports &amp; Recreation</b>
<b><u>DURATION:</u></b>	Fixed-Term, Full-Time – 8 weeks (June 23 – August 15, 2025)
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$17.00 per hour (KSSEP – High School Level B)
Hours of Operation	Evenings/Weekends according to Minor Sports and Events Schedule
Hours per week	37.5 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>May 9, 2025 - 4:00 p.m.</b>
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</b> <ul style="list-style-type: none"><li>✓ Applicant checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Must register with Tewatohnhi'saktha KSSEP Program</li></ul>

**APPLICATION:** Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website: [www.kahnawake.com/jobs](http://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.**
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## MOHAWK COUNCIL OF KAHNAWÀ:KE

### HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTIRIHWATSTERÍSTHA'

Core Job Information	
SUMMER STUDENT	
<b>Job Title:</b>	Snack Bar Worker
<b>Division:</b>	Sports and Recreation
<b>Reports To:</b>	Snack Bar Worker, Team Leader
<b>Date of Job Description</b>	October 9, 2024
<b>Purpose:</b>  Cooks, prepares food, serves the Kahnawà:ke Sports Complex customers, and operates the point of sale cash register.	
Roles & Responsibilities	
<b>To act as a cashier and to serve the customers of the Kahnawà:ke Sports Complex snack bar.</b> <ul style="list-style-type: none"><li>• Opens/closes register following policies and procedures regarding cash concession;</li><li>• Takes orders, inputs in the Rec Trac point of sale cash register system, accepts cash, repeats amount of cash accepted to customer and returns change;</li><li>• Transmits orders to cooks in the back;</li><li>• Presents prepared food to the customers, does not directly touch food items;</li><li>• Takes orders for drinks, chips, etc.;</li><li>• Reports any closing cash discrepancies to Immediate Supervisor.</li></ul>	
<b>To act as Short Order Cook and aid in the Preparation of Food.</b> <ul style="list-style-type: none"><li>• Cooks using the grill, microwave, stove, fryers and steamer;</li><li>• Prepares sandwiches and other food items;</li><li>• Keeps to the established sanitary/hygienic codes established;</li></ul>	
<b>To act as general kitchen help as needed.</b> <ul style="list-style-type: none"><li>• Restocks fridges, refills coffee pots, and slush machines.</li><li>• Cleans grill, empties fryers, and cleans steamer.</li><li>• Mops, cleans counters, sweeps, does dishes, launders dishrags, wipes tables, etc.</li><li>• Ensure a clean and sanitary environment.</li><li>• Ensure the entire kitchen is prepared for the next shift.</li><li>• Performs other related duties of Sports and Recreation and the Sports Complex as directed by the immediate supervisor.</li></ul>	
<i>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.</i>	
Education & Experience	
<ul style="list-style-type: none"><li>• High School Diploma, plus one (1) year relevant experience</li></ul>	



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#### **Knowledge, Skills, Abilities**

- A sound knowledge and understanding of food preparation techniques, restaurant industry standards, and kitchen procedures;
- Strong communication skills, interpersonal skills, teamwork, and customer service skills.
- Basic mathematical skills;
- The ability to multitask, work quickly, and efficiently.
- Willingness and ability to undergo any computer training provided with the Rec Trac software system;
- 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'keha and French languages is an asset.
- Willingness to learn Kanien'keha is required.

#### **Working Environment**

- Work is performed in an indoor environment;
- Work schedule varies according to venue rental schedule;
- Must be available to work varying shifts, nights, and weekends, and occasional overtime may be required;
- Is regularly required to stand, walk, use hands and fingers to handle objects;
- Working near kitchen equipment/ instruments that may be a potential source of accident or injury;
- Moderate lifting required (10 – 20 lbs.).
- Moderate stress.

#### **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: \_\_\_\_\_



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### **JOB OPPORTUNITY – MCK/KSSEP 2025**

<b><u>POSITION:</u></b>	<b>Junior IM Documentation Assistant, Information Management Unit</b>
<b><u>DURATION:</u></b>	Fixed-Term, Full-Time (May 12 – August 1, 2025)
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$17.75 per hour (KSSEP RATE - UNIVERSITY LEVEL D)
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>April 25, 2025 - 4:00 p.m.</b>
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</b> <ul style="list-style-type: none"><li>✓ Applicant checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Must register with Tewatohnhi'saktha KSSEP Program</li></ul>

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RONWATIIO'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
SUMMER STUDENT	
<b>Job Title:</b>	Junior IM Documentation Assistant
<b>Division:</b>	Information Management Unit
<b>Reports To:</b>	Senior Network Administrator
<b>Date of Job Description</b>	Summer 2025
<b>Purpose:</b> <p>To support the IM department by creating and organizing technical documentation based on recorded instructions and hands-on support. This includes documenting system configurations, network topologies, Microsoft Intune PC processes, and contributing to cybersecurity playbooks.</p>	
Roles & Responsibilities	
<p>Creation and organization of technical documentation</p> <ul style="list-style-type: none"> <li>• Create Word-based documentation from screen recordings and verbal instruction.</li> <li>• Assist in documenting port assignments and network topologies.</li> <li>• Help with Microsoft Intune</li> <li>• Help develop and organize cybersecurity playbooks.</li> <li>• Attend meetings and take notes on IM documentation processes.</li> <li>• Learn basic cybersecurity and system management concepts.</li> <li>• Assist the IM team in expediting Technical Support Tickets and assignments.</li> <li>• All other duties as assigned.</li> </ul>	
<p><b><i>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.</i></b></p>	
Education & Experience	
<ul style="list-style-type: none"> <li>• Must be registered with Tewatohnhi'sakta's KSSEP Program 2025</li> <li>• Must be a student in CEGEP or University student continuing in the fall semester.</li> </ul>	



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### Knowledge, Skills, Abilities

- Good writing and communication skills.
- Familiarity with Microsoft Office tools (especially Word).
- Willingness to learn new software like Microsoft Visio.
- Interest in IT, documentation, or cybersecurity.
- Understanding of different IT-related tools.
- Detail-oriented and organized.
- Maintains confidentiality and maintains professionalism.
- 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 is performed in an office environment.
- Moderate stress 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: \_\_\_\_\_



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### JOB OPPORTUNITY – MCK/KSSEP 2025

<u>POSITION:</u>	Four (4) SRU Jr Generalists, Sports & Recreation
<u>DURATION:</u>	Fixed-Term, Full-Time - Two (2) June 23, – August 15, 25 (8 weeks) & Two (2) June 16 – August 15, 25 (9 weeks)
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$16.25 per hour (KSSEP RATE – HIGH SCHOOL Level B)
Hours of Operation	9:00am-3:00pm
Hours per week	30 hours per week
<u>DEADLINE FOR APPLICATION:</u>	May 9, 2025 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED <ul style="list-style-type: none"><li>✓ Applicant checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Must register with Tewatohnhi'saktha KSSEP Program</li></ul>

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<b>Core Job Information</b>	
<b>SUMMER STUDENT</b>	
<b>Job Title:</b>	Sports and Recreation Junior Generalist, Summer Student
<b>Division:</b>	Sports and Recreation
<b>Reports To:</b>	General Manager of the Sports Complex and Facilities
<b>Date of Job Description</b>	Summer 2025
<b>Purpose</b>	
<p>Students will perform duties related to the safety, security, maintenance and operation of the Kahnawà:ke Beach and Kahnawà:ke Mini Putt. To oversee concession sales and acts as caretaker for the venue. Students may be placed at either venue as needed.</p> <p>Dependent on Kahnawà:ke Beach schedule, will also be required to assist with maintenance, scheduling and safety inspection of the Kahnawà:ke Sports &amp; Recreation Facilities.</p> <p>To prepare sports facilities for games and the fields and playing surfaces.</p>	
<b>Roles &amp; Responsibilities</b>	
<p><b>Responsible for visitors of the Kahnawake Mini Putt/Sesame Park and Kahnawake Beach.</b></p> <ul style="list-style-type: none"><li>• Addresses emergency situations (injuries, etc.) in a timely and professional manner.</li><li>• Contacts Kahnawake Peacekeepers/Kahnawake Fire Brigade in case of emergency situation.</li><li>• Ensures that visitors adhere to all venue safety rules.</li><li>• Ensures rules and regulations affecting drug use and public intoxication are followed up.</li><li>• Deals with security issues as they occur, calling Peacekeepers, communicating with visitors and contacting Immediate Supervisor as needed.</li><li>• Responsible for documenting emergency or security issues and keeping shift logs after the fact.</li><li>• Responsible for reminding visitors of safety rules as needed.</li><li>• Responsible for receiving identification from guests in exchange for putters/ping pong paddles.</li><li>• Ensures all equipment is handed in and ID returned before guests leave.</li><li>• Ensures all equipment is sanitized upon being returned.</li><li>• Ensures venue and playing area are free of broken glass, debris, or other dangerous obstacles.</li></ul>	





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- Ensures cleanliness of the Beach Rescue Station, Mini Putt Operations Station and performs regular sanitization of portable washrooms; and
- Ensures proper cleaning products are always in stock or requisitioned.
- Responsible for learning the rules and instructing/advising visitors on miniature golf and table tennis if requested.
- Performs minor animation/sport demonstrations if requested.

### **Ensures the daily operations of the Venue (Mini Putt and Beach, Sports Complex, parks, and fields)**

- Responsible for sales (ice cream, water, etc., no cooking) and keeping a sales sheet.
- Responsible for helping with cashout of the concession each night.
- Responsible for taking inventory each shift.

### **Perform maintenance of fields used by Kahnawà:ke Minor Sports.**

- Help maintain grass by cutting, watering, and seeding if needed, etc.
- Clear fields of debris and/or rocks, rake, sweep.
- Cut shrubs and hedges, small trees, and chop wood as required.
- Perform landscaping at parks and recreational facilities.
- Ensure that all lines are visible and clear.
- Emptying garbage in playgrounds and beach, picking up debris as needed.
- Cleaning and sanitization of bathrooms will be required on a rotating shift.

### **Assist in Kahnawà:ke Sports Complex and playground annual preparations.**

- Become acquainted with procedures associated with opening/closing season.
- Assist with-light carpentry work (e.g. making picnic tables, repairing bleachers, etc.)
- Learn how to create and maintain maintenance schedules and repair logs.
- Learn how to perform playground and facility safety inspections.

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### **Education & Experience**

- Must be registered with Tewatohnhi'sakta's KSSEP Program 2025.
- Must be a student in High School, CEGEP, or University student continuing in the fall semester.
- CPR/First Aid/AED training.
- Knowledge of water safety and rescue.



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### Knowledge, Skills, Abilities

- Knowledge of CPR/First Aid principles.
- Responsible and strong work ethic.
- Strong communication and customer service skills.
- Ability to work independently.
- Ability to make rapid decisions regarding the safety and security of staff and visitors regarding the water.
- 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 is performed in an outdoor work environment.
- Ability to work in constant exposure to heat and an outdoor environment.
- Occasional overtime and/or weekend work required.
- Must also be able to lift and/or move up to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.
- Moderate stress due to workload.

### Commitment Statement

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### Signatures

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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450-632-7500

### **JOB OPPORTUNITY – MCK/KSSEP 2025**

<b><u>POSITION:</u></b>	Geographic Information Systems (GIS) Technician.
<b><u>DURATION:</u></b>	Fixed-Term, Full-Time (Start June 23 – August 15, 2025)
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$16.10 per hour (KSSEP RATE – HIGH SCHOOL Level B)
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	30 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>June 1, 2025 - 4:00 p.m.</b>
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</b> <ul style="list-style-type: none"><li>✓ Applicant checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Must register with Tewatohnhi'saktha KSSEP Program</li></ul>

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Core Job Information	
SUMMER STUDENT	
<b>Job Title:</b>	Geographic Information Systems (GIS) Technician
<b>Division:</b>	Information Management Unit (IMU)
<b>Reports To:</b>	Bradford Dean
<b>Date of Job Description</b>	March 27, 2025
<p><b>Purpose:</b> The GIS Technician will support the Geographic Information Systems (GIS) team by identifying, sorting, organizing, and managing spatial and attribute data.</p>	
Roles & Responsibilities	
<p><b>Role Statement</b></p> <ul style="list-style-type: none"> <li>Identify, sort, organize, and manage GIS data</li> </ul>	
<p><b>Role Statement</b></p> <ul style="list-style-type: none"> <li>After basic training, the student will go out in the field and collect data within the community.</li> </ul>	
<p><b>Role Statement</b></p> <ul style="list-style-type: none"> <li>Assist the GIS Manager in daily tasks</li> </ul>	
<p><i>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.</i></p>	
Education & Experience	
<ul style="list-style-type: none"> <li>Must be registered with Tewatohnhi'sakta's KSSEP Program 2025</li> <li>Must be a student in High School, CEGEP or University student continuing in the fall semester.</li> </ul>	
Knowledge, Skills, Abilities	



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- No prior GIS knowledge is required. The technician will be trained and supervised.
- 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, but not necessary.
- The willingness to learn the Kanien'kéha language.

### **Working Environment**

- Five-day work week is performed both in an office environment and outdoors, walking in the community, collecting data from the urban fabric.

### **Commitment Statement:**

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### **Signatures:**

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### **JOB OPPORTUNITY – MCK/KSSEP 2025**

<b><u>POSITION:</u></b>	<b>Social Media Assistant, Public Relations Unit</b>
<b><u>DURATION:</u></b>	Fixed-Term (10 weeks), Full-Time (June 9- August 15, 2025)
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$17.00 per hour (KSSEP RATE – CEGEP LEVEL C)
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	30 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>May 12, 2025, 2025 - 4:00 p.m.</b>
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Core Job Information	
SUMMER STUDENT	
<b>Job Title:</b>	Social Media Assistant
<b>Division:</b>	Public Relations Unit
<b>Reports To:</b>	Gene Diabo, Interim General Manager
<b>Date of Job Description</b>	March 27, 2025
<p><b>Purpose:</b> The Public Relations Unit of the Mohawk Council of Kahnawà:ke (MCK) is seeking a dynamic and creative Social Media Assistant to manage and create content for the MCK Instagram page. The ideal candidate will be responsible for working with the Public Information Officer and Community Engagement Specialist on developing and distributing content, creating content schedules for social media posts, attending events and activities to engage with youth, monitoring social media, analyzing and reporting on engagement, and monitoring messaging.</p>	
Roles & Responsibilities	
<p><b>Assist with development and implementation of content and best practices for MCK Instagram page</b></p> <ul style="list-style-type: none"> <li>• Develop and distribute engaging content geared for youth.</li> <li>• Monitor and analyze engagement metrics and report on successes and challenges.</li> <li>• Create and maintain content schedules.</li> <li>• Monitor and respond to social media messaging.</li> <li>• Create video and graphics using Canva and Adobe software.</li> <li>• Work closely with the Public Information Officer to ensure adherence to branding guidelines and distribution procedures.</li> <li>• Occasionally appear on camera for photos and videos.</li> <li>• Collaborate with the Tsi Niionkwarihò:ten Tsiwaháhara'n Language and Culture Training Office to ensure content can be delivered in Kanien'ké:ha.</li> </ul>	
<p><b>Assist with engagement activities</b></p> <ul style="list-style-type: none"> <li>• Attend events and activities to engage with youth and capture media for content creation.</li> <li>• Assist the Community Engagement Specialist with hosting MCK activities.</li> <li>• Build relationships and seek collaborations with MCK units on youth-related content.</li> </ul>	



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- Network with youth and other community organizations that provide services for youth.

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### Education & Experience

- Must be registered with Tewatohnhi'sakta's KSSEP Program 2025
- Must be a student in High School, CEGEP, or University student continuing in the fall semester.
- Experience in social media management and content creation.

### Knowledge, Skills, Abilities

- Strong understanding of social media platforms, particularly Instagram.
- Excellent communication and interpersonal skills.
- Proficiency in Canva and Adobe software.
- Ability to work independently and as part of a team.
- Strong organizational skills and attention to detail.
- Passion for engaging with youth and 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.
- A valid driver's permit and access to a vehicle is an asset.

### Working Environment

- Five-day work week is performed in an office environment.
- Moderate stress due to workload.
- Occasional overtime during evenings and weekends.

### Commitment Statement:





## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWASHÓN:'A RONTERIHWATSTERÍSTHA'

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: \_\_\_\_\_



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY – MCK/KSSEP 2025**

<b><u>POSITION:</u></b>	<b>Junior Environmental Technician, Kahnawà:ke Environment Protection Office</b>
<b><u>DURATION:</u></b>	Fixed-Term, Full-Time May 12 – August 1, 2025 (12 weeks)
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b> Hours of Operation Hours per week	\$19.00 per hour (KSSEP: UNIVERISTY LEVEL D) 8:30 a.m. to 4:00 p.m. 37.5 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>April 25, 2025 - 4:00 p.m.</b>
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</b>  <ul style="list-style-type: none"><li>✓ Applicant checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Must register with Tewatohnhi'saktha KSSEP Program</li></ul>

**APPLICATION:** Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website:  
[www.kahnawake.com/jobs](http://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.**



<b>Job Title:</b>	Junior Environmental Technician
<b>Division:</b>	Operations and Community Planning, Kahnawà:ke Environment Protection Office
<b>Reports To:</b>	General Manager of Field Science General Manager of Environment Protection
<b>Name of Incumbent:</b>	TBD
<b>Purpose:</b> To assist the Kahnawà:ke Environment Protection Office (KEPO) staff with fieldwork and educational and outreach activities contributing to the improved environmental integrity of Kahnawà:ke and Tioweró:ton. The technician will have the opportunity to choose to focus on assisting primarily in (1) fieldwork activities or (2) educational and outreach activities. Fieldwork activities can include assisting in fieldwork such as the aquatic monitoring program including surface water sampling; macroinvertebrate inventories; Tioweró:ton inventories; bat and bird monitoring; and invasive species control. Educational and outreach activities can include developing social media content, communication materials and environmental education initiatives.	
<b>Cultural Identity Attributes:</b> An enthusiastic individual who is passionate about the environment and has a strong desire to achieve results. Organized, dependable and comfortable working in a variety of settings.	
<b>Roles &amp; Responsibilities:</b>	
<b>To participate in a variety of KEPO fieldwork including aquatic monitoring, wildlife surveys, and project inspections.</b> <ul style="list-style-type: none"> <li>• Participate in field measurement and sample collection of water within the creeks of Kahnawà:ke.</li> <li>• Participate in wildlife inventories including bird, reptiles, amphibians, fish and plants.</li> <li>• Weeding, watering, and general maintenance/expansion of the Tekakwitha Island pollinator garden, food forest and other plantings.</li> <li>• Accompany inspectors on environmental patrols and inspections.</li> <li>• Participate in illegal dumping management project.</li> <li>• Participate in Tioweró:ton surface water quality monitoring, temperature logging and inshore fish surveys.</li> <li>• Provide support for climate change initiatives.</li> <li>• Other fieldwork as required.</li> </ul>	
<b>To participate in invasive species removal and control activities.</b> <ul style="list-style-type: none"> <li>• Monitor and document signs of invasive species in the community.</li> <li>• Notify and educate landholders and develop site specific management plans in collaboration with KEPO staff.</li> <li>• Implement control measures in natural areas within Kahnawà:ke targeting noxious invasive species following specific management plans that have been developed.</li> <li>• Promote invasive species awareness activities.</li> </ul>	
<b>To participate in the development and creation of outreach activities and materials.</b>	



- Develop creative and engaging content for social media
- Assist with monitoring social media channels and activities
- Assist with curating social media content for events, environmental activities and field work activities
- Assist in developing content for KEPO's website
- Promote environmental activities at KEPO
- Other outreach activities as required.

**To assist with environmental education activities.**

- Develop materials for presentations to the community
- Assist in developing educational material
- Lead interactive learning opportunities, such as migratory bird viewing and identification programs.
- Participate in educational workshops and presentations to the community
- Other educational activities as required.

**Other duties as assigned.**

- Participate in other day-to-day activities. Examples include participation in conferences and events such as interacting with community members that visit KEPO, assisting with species identifications, installation of bird houses, assisting with workshops, research environmental topics etc.
- Students may also have opportunities to self-identify environmental topics of interest to pursue.

***The statements herein reflect general details to describe the principle 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.***

**Accountability:**

- Conducts business with internal and external clients in a tactful, discreet, and courteous manner;
- Maintains confidentiality;
- Maintains a positive image of the Environment Protection Unit with other MCK Departments and the general public;
- Prioritizes personal safety and the safety of others;
- Adheres to the MCK Administration Manual-Personnel Policy and Kanien'kéha language initiatives.

**Education & Experience:**

- Registered in a related post-secondary program (environmental science, biology, chemistry, geography, fish and wildlife studies, education, communications) or equivalent;
- Interest in the environment;
- Related experience is an asset;
- Scientific background and knowledge of the biodiversity and environmental issues of Kahnawà:ke and Tioweró:ton is an asset.

**Knowledge, Skills, Abilities & Other Attributes:**

- Interest in and knowledge of the environmental issues of Kahnawà:ke and Tioweró:ton;
- Ability to work in the office/remotely and the field unsupervised;
- Strong organizational skills, writing, research, presentation, and computer skills;
- Analytical skills;
- Facilitation/presentation skills;
- Document and curriculum design/development skills are an asset;
- Ability to communicate in Kanien'kéha and French is an asset;
- The willingness to learn Kanien'kéha is required;
- Boat license is an asset;
- Possession of a personal vehicle and a valid driver's license is an asset.

**Working Environment:**

- Five-day work week (8:30 a.m. – 4:00 p.m.);
- 37.5 hours per week;
- Occasional overtime may be required.

**Commitment Statement:**

I serve my 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: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY – MCK/KSSEP 2025**

<b><u>POSITION:</u></b>	<b>Kanien'kéha Curriculum Support Assistant, Client Based Services Unit</b>
<b><u>DURATION:</u></b>	12 weeks Fixed-Term, Full-Time – (May 12-August 1, 2025)
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$17.75 per hour (KSSEP RATE – UNIVERSITY LEVEL D)
Hours of Operation	10:00 a.m. to 4:00 p.m.
Hours per week	30 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>April 25, 2025 - 4:00 p.m.</b>
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</b> <ul style="list-style-type: none"><li>✓ Applicant checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Must register with Tewatohnhi'saktha KSSEP Program</li></ul>

**APPLICATION:** Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website:  
[www.kahnawake.com/jobs](http://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.**
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## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
SUMMER STUDENT	
<b>Job Title:</b>	Kanien'kéha Curriculum Support Assistant
<b>Division:</b>	Client Based Services
<b>Reports To:</b>	General Manager of Language and Culture
<b>Date of Job Description</b>	Summer 2025
<b>Purpose:</b>  Under the direction of the General Manager of Language and Culture, supports the teaching staff by helping with the evaluation, development, organization, and implementation of the teaching curriculum, as part of the daily operations of the Tsi Niionkwarihò:ten Tsitewaháhara'n training program.	
Roles & Responsibilities	
<b>Role Statement</b>  <b>To provide curriculum support in reviewing, assessing needs, identifying gaps, and assisting with assessment strategies as it relates to the Five-Year Language and Culture Training Program</b>	
<ul style="list-style-type: none"> <li>• Review content and teaching methodology of Kanien'kéha language and Tsi Niionkwarihò:ten culture courses and assist with areas of improvement.</li> <li>• Helps teachers and program staff in creating and updating curriculum materials for the language, culture components and student incentive program.</li> <li>• To update the course descriptions, learning objectives, and assessment measures for the Language and Cultural components in collaboration with identified staff.</li> <li>• Review and organize lesson plan files, instructional materials, and other items to ensure office efficiency.</li> <li>• Research and develop innovative teaching and learning supports to enhance curriculum delivery.</li> <li>• Assists with special projects, work assignments, and tasks as required by the General Manager of Language and Culture.</li> </ul>	



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

### Role Statement

**To provide administrative assistance to the language and culture teaching staff of the Tsi Niionkwarihò:ten Tsitewaháhara'n Language and Culture Training Program**

- Prepares documents, curriculum materials, and other articles pertaining to program classes, and workshops.
- Reviews, edits, and creates lesson plans in collaboration with teachers.
- Facilitates the interaction and networking of teachers for the purpose of sharing and updating teaching techniques and strategies.
- Assists with filing and organizing needs of the teaching staff.
- Ensure program files reflect Kanien'kéha standardization practices in consultation with the translation services intake person.
- Works with program staff assisting in achieving individual and team project and work objectives.
- Assists and participates in other program areas, as required by the General Manager of Language and Culture.

***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

- Must be registered with Tewatohnhi'sakta's KSSEP Program 2025
- Must be a student in High School, CEGEP or University student continuing in the fall semester.

### Knowledge, Skills, Abilities

- Knowledge of Office 365 programs and ability to use a computer.
- Is organized, has communication, and decision-making skills.
- Ability to manage time and prioritize daily tasks.
- Ability to work in a team setting.
- 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.
- The willingness to learn the Kanien'kehá:ka culture.





## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWASHÓN:'A RONTIRIHWATSTERÍSTHA'

### Working Environment

- Five-day work week is performed in an office environment.
- Occasional outdoor and hands-on activities.
- Moderate stress 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: \_\_\_\_\_



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY – MCK/KSSEP 2025**

**POSITION:** Records Management Clerk, Information Management Unit

**DURATION:** Fixed-Term – KSSEP - June 9 – August 15, 2025

**DESCRIPTION:** See Attached Job Description

**SALARY:** \$17.00 per hour (KSSEP RATE – CEGEP LEVEL C)  
Hours of Operation 8:30 a.m. to 4:00 p.m.  
Hours per week 30 hours per week

**DEADLINE FOR APPLICATION:** May 12, 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
- ✓ Must register with Tewatohnhi'saktha KSSEP Program

**APPLICATION:** Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website: [www.kahnawake.com/jobs](http://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.



# MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
SUMMER STUDENT	
<b>Job Title:</b>	Records Management Clerk
<b>Division:</b>	Information Management Unit
<b>Reports To:</b>	Records Manager
<b>Date of Job Description</b>	Summer 2025
<b>Purpose:</b> Responsible for accurately scanning a high volume of documents and images into digital format, while also providing administrative support to Records Management.	
Roles & Responsibilities	
<b>Role Statement</b> <b>To ensure documents are scanned into a digital format</b> <ul style="list-style-type: none"> <li>• Responsible for scanning all paper documents to convert them into digital format.</li> <li>• Prepares documents by removing any bindings, such as staples.</li> <li>• Checks scanning specifications to ensure accuracy and quality requirements are met.</li> <li>• Ensures scanned documents are legible and meet quality standards.</li> <li>• Conducts quality checks on all output images for proper sizing, resolution, and overall accuracy.</li> <li>• Follows organizational and departmental procedures to complete tasks promptly.</li> <li>• Ensures hard copy files are correctly refiled.</li> </ul>	
<b>Role Statement</b> <ul style="list-style-type: none"> <li>• Answers and processes requests via email and phone.</li> <li>• Helps in creating files.</li> </ul>	
<i>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.</i>	



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

***Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.***

### **Education & Experience**

- Must be registered with Tewatohnhi'sakta's KSSEP Program 2025
- Must be a student in High School, CEGEP, or University student continuing in the fall semester.

### **Knowledge, Skills, Abilities**

- Ability to handle confidential and sensitive information with discretion and tact.
- Strong communication skills, both oral and written, with all levels of staff.
- 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 is performed in an office environment.
- Moderate stress due to workload.
- Occasional overtime.

### **Commitment Statement:**

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### **Signatures:**

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_