



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

<u>POSITION:</u>	Social Media Assistant, Public Relations Unit
<u>DURATION:</u>	Fixed-Term (10 weeks), Full-Time (June 9- August 15, 2025)
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$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
<u>DEADLINE FOR APPLICATION:</u>	May 12, 2025, 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">✓ Applicant checklist✓ Letter of intent✓ Resume✓ Must register with Tawatohnhi'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

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'TÉNHSÉ RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
SUMMER STUDENT	
Job Title:	Social Media Assistant
Division:	Public Relations Unit
Reports To:	Gene Diabo, Interim General Manager
Date of Job Description	March 27, 2025
<p>Purpose: 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>Assist with development and implementation of content and best practices for MCK Instagram page</p> <ul style="list-style-type: none"> • Develop and distribute engaging content geared for youth. • Monitor and analyze engagement metrics and report on successes and challenges. • Create and maintain content schedules. • Monitor and respond to social media messaging. • Create video and graphics using Canva and Adobe software. • Work closely with the Public Information Officer to ensure adherence to branding guidelines and distribution procedures. • Occasionally appear on camera for photos and videos. • Collaborate with the Tsi Niionkwarihò:ten Tsiwaháhara'n Language and Culture Training Office to ensure content can be delivered in Kanien'ké:ha. 	
<p>Assist with engagement activities</p> <ul style="list-style-type: none"> • Attend events and activities to engage with youth and capture media for content creation. • Assist the Community Engagement Specialist with hosting MCK activities. • Build relationships and seek collaborations with MCK units on youth-related content. 	



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

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.
- 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:



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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: _____