



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION:

**Environmental Projects Coordinator-Invasive Species,
Kahnawà:ke Environment Protection Office**

DURATION:

Fixed-Term, Full-Time (Forty-Four (44) weeks)
Six (6) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

\$1,119.75 to \$1,264.88 Per Week

Hours of Operation

8:30 a.m. to 4:00 p.m.

Hours per week

37.5 hours per week

**DEADLINE FOR
APPLICATION:**

Tuesday, May 13, 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:

<https://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 RONTIRIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Environmental Projects Coordinator – Invasive Species
Division:	Kahnawà:ke Environment Protection Office
Reports To:	General Manager of Environment Protection
Date of Job Description	January 2025
<p>Purpose:</p> <p>Is responsible for carrying out projects within Kahnawà:ke and Tioweró:ton that help the community to better understand, protect, and restore the natural environment in our territories, focusing on invasive species monitoring and management.</p> <p>This includes assisting with the design of projects, contributing to the preparation of funding proposals, oversight of consultant work, managing project budgets and schedules, consulting and collaborating with community members, and sharing project results with the community and stakeholders. Provides environmental expertise as needed.</p>	
Roles & Responsibilities	
<p>To coordinate environmental projects and programs in the community.</p> <ul style="list-style-type: none"> • Participates in the identification of environmental project needs within Kahnawà:ke and Tioweró:ton, including in the areas of surface water, groundwater, terrestrial habitats, wildlife, contaminated sites, and other issues of importance in the community. • Develops and coordinates environmental projects and programs and ensures that the goals and objectives are being actively pursued and met. • Develops funding proposals, terms of reference, and requests for proposals, and participates in the consultant selection process. • Works with MCK administrative units for contractual and budgetary purposes. • Maintains organized project files and manages project budgets and schedules. • Participates in project activities including fieldwork, presentations, and communications. • Acts as a liaison between the project staff, community members, consultants, field technicians, MCK, media, and other stakeholders. • In collaboration with the Environmental Education Liaison, promotes projects and actively seeks input from community members through media, open houses, kiosks, interviews, and surveys. 	



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To coordinate and lead KEPO's efforts related to invasive species in the community.

- Build on recommendations developed for the Big Fence area by developing detailed design options and implementing Phragmites management activities in this critical habitat.
- Facilitate the development and implementation of a long-term strategy to address the ongoing environmental impacts of invasive species in the community.
- Undertake steps to study, monitor, manage, and/or remediate habitats impacted by invasive species by conducting field surveys, developing management plans, leading stakeholders and community engagement to ensure community support, undertaking control measures, securing funding for projects, and hiring consultants and contractors as required.
- Develop and maintain a database of all known invasive species and locations in the community.
- Prepare and implement a yearly communication plan to ensure that the community is aware of the threats posed by invasive species, how to manage species on their properties, and KEPO's efforts to address threats.
- Maintain and update data related to invasive species in collaboration with KEPO's GIS Specialist.
- Participate in monitoring, remediation, and other activities in the field.
- Liaise with other communities and experts regarding invasive species management to advance regional strategies for control and to maintain current knowledge about scientific information, trends, and best practices.

To provide environmental expertise regarding proposed projects, policies, activities, and other requests that may have an impact on the environment of our territories.

- Reviews and compiles current information related to proposed projects, policies, activities, and other requests which might have an impact on the environment of Kahnawà:ke of Tioweró:ton.
- Assists in the preparation of environmental positions concerning proposed projects.
- Prepares documentation such as memos, reports, briefing notes, or presentations, which present the positions and recommendations of the Environment Protection Unit.
- Assists in the development and update of local policies and procedures to ensure that they reflect current scientific knowledge and best management practices.
- Provides subject matter expertise to community members, MCK staff, and Chief and Council requesting information on a variety of environmental issues.

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.



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Education & Experience

- Bachelor's Degree in Environmental Science, Environmental Studies, or a related field, plus one (1) year of relevant experience.
- OR
- DEC in Environmental Science, Environmental Studies, Communication, or a related field, plus three (3) years of relevant experience.
- OR
- High School Diploma plus five (5) years of relevant experience.

Knowledge, Skills, Abilities

- Interest in and knowledge of the environmental issues of Kahnawà:ke and Tioweró:ton.
- Strong organizational, communication, writing, research, and computer skills.
- Comfortable speaking in front of an audience.
- Ability to work independently.
- Strong attention to detail.
- Strong technical knowledge.
- Ability to communicate with the public in a variety of situations and remain calm under pressure.
- A sensitivity to and understanding of the needs/desires of the community.
- Creative and able to solve problems.
- Good prioritization skills to ensure that the projects are effectively managed.
- Ability to supervise consultants and summer students, as required.
- Willingness to manage moderate overtime to perform fieldwork, meet deadlines, attend meetings, events, training, or presentations.
- Knowledge and experience using a Geographical Information System (GIS) is a strong asset.
- Knowledge of environmental policies and regulations is an asset.
- 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

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- Five-day work week is performed in an office and field environment in a variety of climatic conditions.
- Occasional travel and overtime may be required.
- Moderate stress due to workload.
- Moderate productivity pressure.



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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: _____