



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION: **Kahnawà:ke Legislative Commission (KLC)
Coordinator, Kahnawà:ke Legislative Services (KLS)**

DURATION: Indeterminate, Full-Time
Nine (9) 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: **Open until filled**

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/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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Core Job Information	
Job Title:	Kahnawà:ke Legislative Commission (KLC) Coordinator
Division:	Kahnawà:ke Legislative Services (KLS)
Reports To:	General Manager, Kahnawà:ke Legislative Services
Date of Job Description:	March 2025
Purpose	
<p>The Kahnawà:ke Legislative Commission (KLC) Coordinator supports the legislative process by managing administrative tasks, coordinating meetings, and ensuring compliance with Community Decision Making and Review Process (CDMRP) policies and procedures.</p> <p>Serves as a key point of contact between the Mohawk Council of Kahnawà:ke (MCK) and Units, the Kahnawà:ke Legislative Commission (KLC), CDMRP, committees, organizations, and stakeholders, helping to track legislation, prepare reports, and facilitate communication.</p> <p>Ensures that legislative operations run smoothly and efficiently.</p>	
Roles & Responsibilities	
<p>Coordination and administrative support to the Kahnawà:ke Legislative Commission.</p> <ul style="list-style-type: none"> • Provides administrative support in establishing and maintaining the Legislative Agenda. • Responsible for notifying the MCK Ratitsénhaienhs and community of Kahnawà:ke of the established Legislative Agenda for each Term of office. • In collaboration with the Legislative Executive Assistant, coordinates KLC meetings. • Follows up on issues or initiatives arising from the KLC mandate and meetings. • Consults with KLC and MCK Ratitsénhaienhs to determine areas in need of development within the legislative process. • Provides administrative support to the KLC in the development and implementation of all working KLC policies, guidelines, procedures, and protocols necessary to fulfill their mandate. • Prepares quarterly reports on behalf of the KLC and presents to the MCK Ratitsénhaienhs, and posts on the CDMRP website. • Acts as a liaison with the community, consolidates community feedback during the CDMRP, and provides it to KLC, ensuring the KLC addresses feedback where appropriate. • Monitors, tracks, and reports implementation progress to stakeholders. 	
<p>Coordination and administration of the Community Decision-Making and Review Process.</p> <ul style="list-style-type: none"> • Facilitates the CDMRP and ensures that all phases of the legislative process are adhered to as it relates to drafting, amending, hearings, and enactment. • Schedules, coordinates logistics, and ensures proper documentation is provided for community meetings and consultations. • Coordinates and facilitates meetings with the KLC, Technical Drafting Committees (TDCs), MCK Ratitsénhaienhs, Committees, and stakeholders within the process. 	



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- Distributes relevant information to stakeholders, including community members, and other parties involved in the CDMRP.
- Ensures the TDCs prepare and provide clear records of discussions, decisions, and follow-up actions from community meetings/hearings, which are maintained in the Legislative Tracker and posted on the CDMRP website to promote accountability, for review and future reference.
- Coordinates and facilitates the CDMRP.
- Tracks initiatives, proposals, or concerns raised during the process and ensures appropriate follow-up actions are taken.
- Coordinates reviews of existing laws and regulations.
- Point of contact for laws and regulations going through the CDMRP in accordance with applicable policies and procedures.
- Manages Legislative Tracker and relevant documents, ensuring timelines are met in the legislative process.
- Acts as an administrative liaison to the TDCs, ensuring the legislative process is followed, creates required steps/reference sheets for each TDC, in collaboration with the TDC's prepares briefing notes and relative information for Council Packages as required, reports TDC activities back to the KLC.
- Provides the Portfolio Ratitsénhaienhs, the Proponent, and/or the TDC with the appropriate information, advice, and guidance throughout the CDMRP.
- Performs annual review of the CDMRP and, in collaboration with KLC, consults with stakeholders and ensures inclusiveness in any changes within the CDMRP.
- Assists the KLC with the development and implementation of protocols and procedures necessary to fulfill its mandate.

Facilitates community communications for the Kahnawà:ke Legislative Commission and Community Decision-Making and Review Process.

- Develops and implements internal and external communication strategies, tools, and materials in collaboration with the Public Relations Unit (PRU) to inform and educate organizations and the community about the CDMRP and activities specific to the legislative process.
- Ensures media announcements, records of discussion from hearings, and notifications of enactment for CDMRP are posted on websites and distributed through TV, radio, and print in collaboration with PRU.
- Provides results of all public hearings, consultations, and assessments to the community and MCK Ratitsénhaienhs in a timely manner.
- Organizes and, in collaboration with the KLC, provides information and education as well as conducts information sessions on the KLC, CDMRP, and Legislative Process, to the MCK Units, community organizations, and the community.
- Conducts surveys regarding the CDMRP and ensures the results are provided to the community.
- Acts as the administrative link between KLS and the community or community organizations.
- Ensures the kahnawakemakingdecisions.com website is accurate, up-to-date, and effective with support from PRU.



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The statements herein reflect general details to describe the principal functions of 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 in the political/policy area.
- OR
- DEC in Social Sciences, plus three (3) years of relevant experience in the political/policy or coordination/facilitation area.
- OR
- High School Diploma, plus five (5) years of relevant experience in the political/policy or coordination/facilitation area.

Knowledge, Skills, Abilities

- Sound knowledge of fundamental elements of the KLS and KLC's mandates, MCK, administration, and operational procedures, as well as effective communication and consultation procedures.
- Sound knowledge of Kahnawà:ke services, resources, Kahnawà:ke Communal Laws, and the legislative process.
- Thorough understanding of the issues facing Kahnawà:ke.
- Program/project management skills.
- Strong coordination and facilitation skills.
- Excellent oral and written communication and analytical abilities.
- Motivational skills and the ability to maintain and promote cooperative efforts.
- Confident presentation and public speaking skills.
- Ability to take initiative.
- Ability to use sound judgment and apply various problem-solving techniques.
- Ability to maintain a high level of confidentiality.
- Proficient in Microsoft Office and the internet.
- Well-organized individual capable of functioning independently.
- Time management skills.
- Attention to detail and accuracy.
- Conducts business in a tactful, discreet, and courteous manner.
- 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.



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Working Environment

- Five-day work week in an office environment.
- Attendance at CDMRP Hearings/meetings outside normal work hours.
- Moderate overtime and travel as required.
- Moderate stress associated with workload and priorities.

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 innovative 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: _____