



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION:

**Kanien'kehá:ka Rights & Research Coordinator,
Kanien'kehá:ka Rights & Research Office**

DURATION:

Fixed-Term, Full-Time (July 7, 2025 – March 31, 2026)
Nine (9) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

\$839.63 to \$948.38 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:**

Thursday, June 26, 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/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: | Kanien'kehá:ka Rights and Research Coordinator |
| Division: | Kanien'kehá:ka Rights and Research (KRR) Office |
| Reports To: | Director of the Office of the Council of Chiefs for the Interim |
| Date of Job Description | May 2025 |
| Purpose: <p>The Kanien'kehá:ka Rights and Research Coordinator plays a key role in supporting the Mohawk Council of Kahnawà:ke's efforts to assert and protect the collective rights and interests of the Kahnawà'kehró:non (The Mohawks of Kahnawà:ke). This role coordinates consultation-related activities, manages records, supports funding acquisition and reporting, and provides administrative leadership to the Consultation Committee. By ensuring the organization and efficiency of consultation files and processes, the coordinator helps safeguard Kahnawà:ke's participation in projects subject to the Crown's legal duty to consult and accommodate.</p> | |
| Roles & Responsibilities | |
| Coordinates and takes meeting notes for all Consultation Committee meetings <ul style="list-style-type: none"> Organize all logistical aspects of Consultation Committee meetings, including scheduling, preparing agendas, circulating documents, arranging travel and refreshments, and confirming attendance. Serve as the lead for all minute and note-taking responsibilities during meetings, ensuring accurate, timely, and professional documentation. Finalize draft minutes or meeting notes in coordination with the Consultation Committee and obtain the necessary approvals. Distribute finalized minutes and related materials to all relevant parties in a timely manner. Maintain a structured follow-up system, tracking action items and assigned tasks from each meeting to ensure progress and accountability. Act as the primary administrative liaison between the Consultation Committee and internal/external stakeholders regarding scheduling, documentation, and meeting outcomes. | |
| Records and file management <ul style="list-style-type: none"> Maintain and update both physical and digital files related to consultation files, ensuring clear categorization and accessibility. Ensure project management software is regularly updated with accurate timelines, responsibilities, and deliverables. Coordinate with Records Management and the OCC Office Manager to ensure all documentation is stored and managed in alignment with policy and archival requirements. | |



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Funding and reporting support

- Identify and research potential funding opportunities relevant to consultation and rights-assertion initiatives.
- Support the application, negotiation, and agreement processes for external funding.
- Track expenses and support reporting of financial and programmatic deliverables in compliance with agreement requirements.

Administrative and strategic support

- Provide administrative support to the Consultation Committee and KRR leadership, ensuring consistency and professionalism.
- Uphold confidentiality and handle sensitive information with discretion.
- Contribute to the refinement and implementation of KRR administrative systems and consultation workflows.

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, public administration, or a related field, and one (1) year of relevant experience.
- OR
- High School Diploma plus five (5) years of relevant experience.

Knowledge, Skills, Abilities

- Exceptional organizational and time-management skills with the ability to manage multiple files simultaneously.
- Proficient in Microsoft Office Suite and project management tools.
- Strong written and verbal communication skills, with attention to detail in grammar and formatting.
- Demonstrated ability to take minutes and summarize meetings accurately and professionally.
- Ability to work independently and meet deadlines with minimal supervision.
- Familiarity or interest in rights-based advocacy, traditional knowledge systems, and Crown-Indigenous consultation frameworks.
- Professionalism and discretion in handling confidential and politically sensitive information.



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- Conducts business with internal and external clients 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; willingness to learn Kanien'kéha is required.

Working Environment

- Five-day work week is performed in an office environment.
- Moderate pressure related to externally driven timelines and high-volume coordination periods.
- Occasional travel and overtime may be required.

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: _____