



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

<b><u>POSITION:</u></b>	<b>Project Manager, Organizational Development Unit</b>
<b><u>DURATION:</u></b>	Indeterminate, Full-Time Nine (9) Month Probation Period
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	The position offers a starting salary of \$71,292.00 per year; exact placement on the salary scale will be based on the successful candidate's education, experience, and qualifications.
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>Friday, July 4, 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></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:  
<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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RONWATIO'TÉNHSE RAOTIRIHWASHÓN:'A RONTERIHWATSTERÍSTHA'

<b>Core Job Information</b>	
<b>Job Title:</b>	Project Manager
<b>Division:</b>	Organizational Development Unit
<b>Reports To:</b>	General Manager of Operations, Organizational Development Unit
<b>Date of Job Description</b>	May 2025
<p><b>Purpose:</b>            The Project Manager delivers project management leadership and coordination to ensure that projects are delivered efficiently and effectively throughout the Mohawk Council of Kahnawà:ke (MCK).</p> <p>Projects and initiatives may be related to policy development and revisions, the MCK Strategic Plan, and organizational design.</p> <p>The Project Manager may also be involved in coordinating initiatives related to Comprehensive Community Planning and the Kahnawà:ke Shared Community Vision.</p>	
<b>Roles &amp; Responsibilities</b>	
<p><b>Oversee, develop, and execute initiatives and projects within the MCK.</b></p> <ul style="list-style-type: none"> <li>• Ensure the timely development, maintenance, and updating of business cases, project charters, and work plans.</li> <li>• Prioritize and manage the tracking of all projects and files using current technology platforms, coordinating schedules, contacts, activities, and documentation.</li> <li>• Develop and implement projects using the MCK Project Management Framework, ensuring alignment with the MCK Strategic Plan and regular updates to the General Manager of Operations and other stakeholders.</li> <li>• Identify and document risks impacting project timelines or deliverables, applying problem-solving techniques to resolve issues and mitigate risks.</li> <li>• Participate in strategic discussions, committees, meetings, and briefings, contributing guidance, input, and feedback.</li> <li>• Collaborate with consultants, serving as the primary client or directing their contributions to ensure project criteria are met.</li> <li>• Research, prepare, and present briefs on initiatives or files, while staying informed of new developments related to assigned projects.</li> <li>• Establish linkages between parties and ensure the flow of information through effective communication protocols.</li> <li>• Plan and organize project logistics, including meetings and financial documentation, such as reports, invoices, and contracts, ensuring compliance with MCK policies and record-keeping requirements.</li> <li>• Balance project management responsibilities with active contributions to project deliverables and tasks, ensuring high-quality outcomes that meet or exceed stakeholder expectations.</li> <li>• Handle administrative tasks as necessary to ensure smooth project execution.</li> </ul>	



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### **Lead and manage policy development projects from request to implementation.**

- Define project scope, objectives, timelines, and resources.
- Conduct research on relevant legislative and industry trends as required.
- Contribute to the development of clear policy documents and briefing notes in compliance with MCK standards, including drafting, proofreading, and/or formatting.
- Collaborate with subject matter experts and stakeholders to ensure policies align with organizational needs.
- Facilitate communication and coordination across teams to ensure policies integrate with existing processes.
- Provide guidance on policy development and maintenance in compliance with the MCK Policy Management Framework.
- Maintain accurate documentation and ensure adherence to policy revision schedules.
- Ensure records are filed and archived in accordance with records management standards and that policies comply with MCK document classification standards.
- Audit policies, make recommendations, and carry out adjustments as required.
- Contribute to the continuous quality improvement of the MCK policy management processes.

### **Contribute to activities related to the Organizational Development Unit (ODU) mandate, including strategic planning and implementation, project management, policy management, organizational design and development, change management, and compliance.**

- Contribute to the development, coordination, and delivery of workshops, planning sessions, and meetings.
- Facilitate meetings, workshops, and activities to ensure active participation and feedback from stakeholders.
- Complete various assessments, plans, reports, and audits.
- Contribute to the creation and maintenance of frameworks, policies, procedures, process maps, tools, templates, and checklists.
- Provide assistance, guidance, and feedback to internal and external stakeholders, collaborating with team members and consultants as required.
- Monitor and evaluate the effectiveness of ODU activities, making adjustments as needed to achieve the desired outcomes.

***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 Administration or related field, plus three (3) years of relevant experience.
- OR
- DEC or Certificate in Project Management or related field, plus five (5) years of relevant experience.

### Knowledge, Skills, Abilities

- Project Management Professional (PMP), Lean Six Sigma, and/or Prosci certification are an asset.
- Knowledge of project management principles and practices in the field of strategic planning.
- Knowledge of policy management, change management, and organizational design and development.
- Ability to supervise consultants, as required.
- Excellent interpersonal skills and a highly motivated self-starter.
- Sound organizational, research, and analytical skills to develop and provide sound advice and contingency planning for various projects.
- Strong oral and written communication skills.
- Excellent facilitation, presentation, and leadership skills.
- Ability to use initiative, sound judgment, and problem-solving techniques.
- Ability to plan, strategize, and work both independently and with a team.
- Proficient in Office 365 applications as well as project management software and tools.
- Ability to conduct business with internal and external clients in a tactful, discreet, professional, and courteous manner.
- Ability to maintain confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- The willingness to learn the Kanien'kéha language.
- Ability to communicate in the Kanien'kéha and French languages is an asset.

### Working Environment

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



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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: \_\_\_\_\_