



## 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 Services (KLS), Legal Counsel, Legal Services

**DURATION:** Fixed-Term, Full-Time (August 4, 2025, to August 1, 2026)  
Twelve (12) Month Probation Period

**DESCRIPTION:** See Attached Job Description

**SALARY:** \$96,179.20 to \$109,033.60 per year.

Hours of Operation 8:30 a.m. to 4:30 p.m.  
Hours per week 40 hours per week

**DEADLINE FOR APPLICATION:** Thursday, July 17, 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](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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RONWATIIO'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
<b>Job Title:</b>	Kahnawà:ke Legislative Services (KLS), Legal Counsel
<b>Division:</b>	Legal Services
<b>Reports To:</b>	Director of Legal Services
<b>Date of Job Description</b>	June 2025
<b>Purpose:</b>  Provides legal support to KLS (Kahnawà:ke Legislative Services) regarding legislative drafting of legislation and regulations and the Community Decision Making and Review Process (CDMRP).	
Roles & Responsibilities	
<b>To provide legal counselling and support to the KLS and CDMRP Technical Drafting Committees</b> <ul style="list-style-type: none"> <li>• Conducts legislative analysis and review.</li> <li>• Establish/Develop drafting standards.</li> <li>• Prepare reference material such as indexes and tables.</li> <li>• Conducts revision and consolidation of legislation.</li> </ul>	
<b>To provide legal counselling to KLS for the purposes of legislative development</b> <ul style="list-style-type: none"> <li>• Keeps current with the legal and political environment internally and externally, through liaising with the Legislation Portfolio Chief and assigned Portfolio Chiefs responsible for each respective legislation going through the CDMRP, while reporting back to the KLS.</li> <li>• Provide advice and support regarding the legislation for the KLS.</li> <li>• Provides legal opinions related to legislative matters to the KLS.</li> <li>• Attends all CDMRP Hearings as legal advisors, responding to community members' questions relating to all CDMRP legislation.</li> <li>• Attends all Kahnawà:ke Legislation Commission (KLC) meetings and any other Working Group meetings as required.</li> </ul>	
<b>To draft legislation &amp; regulations</b> <ul style="list-style-type: none"> <li>• Develops and establishes drafting standards which consider the unique cultural attributes of the Kanien'kehá:ka, Kahnawà:ke, and the CDMRP.</li> <li>• Drafts legislation and regulations for Kahnawà:ke as per the CDMRP.</li> </ul>	
<b>To liaise with Mohawk Council of Kahnawà:ke (MCK) Legal Services</b> <ul style="list-style-type: none"> <li>• Represents KLS, if required, before administrative boards/tribunals, standing committees, and provides support and assistance to MCK Legal Services for litigation matters regarding Kahnawà:ke legislative development and/or Communal Laws.</li> <li>• Performs other job-related duties pertaining to KLS as directed by the Immediate Supervisor and Second Supervisor.</li> </ul>	



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***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**

- Common and Civil law Degree from a recognized Canadian University with a valid permit to practice law and two (2) to five (5) years of experience required.

### **Knowledge, Skills, Abilities**

- Knowledge and understanding of Federal and Provincial laws.
- Knowledge of the CDMRP is an asset.
- Knowledge of Kahnawà:ke policies and programs, administration, and operational procedures.
- Excellent English oral and written communication skills.
- Analytical skills.
- Ability to function in a team-oriented environment.
- Ability to be creative and innovative in problem-solving.
- Exceptional knowledge of fundamental elements of the legal system, legal terminology.
- Ability to manage occasional overtime.
- Ability to manage moderate to substantial deadlines and productivity pressures related to files.
- Conducts business 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 Kanien'kéha and the French language is an asset.
- Willingness to learn Kanien'kéha.

### **Working Environment**

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

### **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**



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Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_