



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY – MCK/KSSEP 2025

<u>POSITION:</u>	Geographic Information Systems (GIS) Technician Assistant, Information Management Unit
<u>DURATION:</u>	Fixed-Term, Full-Time
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$16.60 Per hour (KSSEP RATE)
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	30 hours per week
<u>DEADLINE FOR APPLICATION:</u>	June 12, 2026 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED
	<ul style="list-style-type: none">✓ Letter of intent✓ Resume✓ Must register with Tawatohnni'saktha KSSEP Program

APPLICATION: Forward your complete application via e-mail only to: Applications@mck.ca Contact person(s): Dawn Stacey, Manager of Recruitment & Staffing and/or Tracey Jacobs, Recruitment Specialist.

NOTE: All forms and requirements are listed on our website: www.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'TÉNHSÉ RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
SUMMER STUDENT	
Job Title:	Geographic Information Systems (GIS) Technician Assistant
Division:	Information Management Unit (IMU)
Reports To:	Bradford Dean (GIS Manager)
Date of Job Description	March 3, 2026
<p>Purpose: Hire for the Summer of 2026 a student (High School, CECEP, or University) and local to Kahnawake from June 22 to August 14 (8 weeks). Providing experience and training relating to Geographic Information Systems (GIS).</p>	
Roles & Responsibilities	
<p>Role Statement</p> <ul style="list-style-type: none"> Identify, sort, organize, collect, and manage GIS data 	
<p>Role Statement</p> <ul style="list-style-type: none"> After basic training, the student will go out in the field and collect data within the community. 	
<p>Role Statement</p> <ul style="list-style-type: none"> Assist the GIS Manager in daily tasks 	
<p><i>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.</i></p>	
Education & Experience	
<ul style="list-style-type: none"> Must be registered with Tawatohnhisakta's KSSEP Program 2026 Must be a student in High School, CEGEP, or University student continuing in the fall semester. 	
Knowledge, Skills, Abilities	



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- No prior GIS knowledge is required. The technician will be trained and supervised.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French language is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week is performed both in an office environment and outdoor walking in the community collecting data from the urban fabric.

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: _____