



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY – MCK/KSSEP 2026**

**POSITION:** ODU Project Coordinator, Organizational Development Unit

**DURATION:** Fixed-Term, Full-Time

**DESCRIPTION:** See Attached Job Description

**SALARY:** \$540.00 + MERCs (9.5%) Per Week (KSSEP RATE: C)  
Hours of Operation 9:00 a.m. to 4:00 p.m.  
Hours per week 30 hours per week

**DEADLINE FOR APPLICATION:** May 22, 2026 - 4:00 p.m.

**REQUIREMENTS:** **ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- ✓ Letter of intent
- ✓ Resume
- ✓ Must register with Tawatohnhi'saktha KSSEP Program

**APPLICATION:** Forward your complete application via e-mail only to: [Applications@mck.ca](mailto: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](http://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'TÉNHSE RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

<b>Core Job Information</b>	
<b>SUMMER STUDENT</b>	
<b>Job Title:</b>	ODU Project Coordinator
<b>Division:</b>	Organizational Development Unit
<b>Reports To:</b>	Director of Organizational Development
<b>Date of Job Description</b>	March 2026
<b>Purpose:</b>	
<p>Learn from ODU's Project Managers by shadowing, contributing to discussions, and assisting with coordination tasks. This student will contribute to the ODU team by sharing their perspective on organizational development as a youth.</p>	
<b>Roles &amp; Responsibilities</b>	
<p><b>Shadow ODU's Project Managers to improve skills and creative thinking.</b></p> <ul style="list-style-type: none"> <li>• Engage in ODU's work by asking questions, identifying areas of interest, and learning more about these areas.</li> <li>• Engage in working sessions with ODU's Project Managers to assist with their daily work.</li> <li>• Think creatively about solutions to problems that ODU Project Managers face.</li> <li>• Provide input on processes and systems and suggest improvements.</li> <li>• Support the work of ODU's Project Managers by completing some administrative tasks.</li> <li>• Maintain openness and passion for learning and collaborating.</li> </ul> <p>ODU works in project management, organizational design, policy and procedure development, and strategic planning. The student in this position will be able to identify the areas they are most interested in and will shadow and support the project manager responsible for that area.</p>	
<p><b>Assist with Administrative and Coordinative Tasks</b></p> <ul style="list-style-type: none"> <li>• Assist with meeting and workshop coordination and planning.</li> <li>• Assist with booking meeting rooms.</li> <li>• Assist with organizing catering.</li> <li>• Assist with meeting notes and general documentation.</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**

- Must be registered with Tewatohnhi'sakta's KSSEP Program 2026
- Must be a student in High School, CEGEP or University student continuing in the fall semester.

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

- Passionate about strategic thinking – how an organization positions itself for success.
- Interested in the way organizations are structured and how processes are made.
- Enjoy creating innovative technological solutions to problems.
- Proactive.
- Interest in learning and collaborating in team settings.
- Interested in politics or government, how they function, and how to make them better.
- Knowledge of MS Office systems (Word, Excel, PowerPoint, Outlook) project management software and willingness to learn new programs.
- Conducts business with internal and external clients 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 the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

### **Working Environment**

- Five-day work week is performed in an office environment.
- 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.



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**Signatures:**

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

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

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

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