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| <b>Job Title:</b>  | Traditional Land Use Knowledge – Researcher & Coordinator |
| <b>Division:</b>   | Office of the Council of Chiefs                           |
| <b>Reports To:</b>   | General Manager of Operations, OCC                        |
| <b>Name of Incumbent:</b>  | TBD   |
| <p><b>Purpose:</b> Under the administrative supervision of the OCC General Manager of Operations, the incumbent will be responsible for the establishment and implementation of activities related to the collection, coordination, application and preservation of information related to traditional land use of the Mohawks of Kahnawà:ke.</p>  |   |
| <p><b>Cultural Identity Attributes:</b> A logical, systematic individual who enjoys challenging situations and has critical thinking abilities with a strong desire to achieve results along with being personable and amiable. Is organized, takes initiative, detail oriented, dependable, self-reliant and a self-starter.</p>  |   |
| <p><b>Roles &amp; Responsibilities:</b></p>  |   |
| <p><b>Collect and organize and store information and data collected on traditional land use</b></p> <ul style="list-style-type: none"> <li>• Establish, implement and maintain an information management system for the comprehensive cataloging and preservation of traditional land use of the Mohawks of Kahnawà:ke</li> <li>• Attain and maintain software to effectively house all information on traditional land use</li> <li>• Develop and implement strategies to undertake a comprehensive and continual collection of Traditional Land Use Knowledge</li> <li>• Develop and implement protocols pertaining to the Kanien'kehá:ka of Kahnawà:ke approach to the collection, application and preservation of Traditional Land Use Knowledge</li> <li>• Ensure appropriate inputting and storage of data according to the data management system</li> <li>• Conduct research on subject matters pertaining to Indigenous knowledge and related fields</li> <li>• Seek opportunities for continued funding and resourcing to support the continued activities of collecting, applying and preserving Traditional Land Use Knowledge</li> <li>• Maintain and update workplans</li> </ul> |   |
| <p><b>Establish and coordinate the operations of a Traditional Land Use Committee</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with key stakeholders to coordinate the establishment, approval and maintenance of a Terms of Reference and Mandate for a Traditional Land Use Committee</li> <li>• Facilitate the recruitment and appointment of a Traditional Land Use Committee</li> <li>• Organize and monitor meetings and schedules and adhere to deadlines</li> <li>• Coordinate projects, activities and initiatives that support and advance the work of a Traditional Land Use Committee</li> <li>• Facilitate and coordinate communications activities related to public relations needs of the Traditional Land Use Committee</li> </ul>   |   |



- Assist in reciprocating information between the Traditional Land Use Committee and the MCK Consultation Committee and/or Duty to Consult matters and specific files
- Produce strategies, workplans and reports

### **Facilitate the sharing and application of Traditional Land Use Knowledge and Data**

- Facilitate information sharing on Traditional Land Use knowledge across sectors of the MCK and community where relevant/appropriate
- Undertake primary and secondary research activities of existing and new data on Traditional Land Use for application in specific files where required
- Act as a first point of contact for access to Traditional Land Use Knowledge
- Collaborate with MCK Public Relations to promote the submission of, and engagement pertaining to, the collection and promotions of Traditional Land Use & Knowledge
- Maintain filing system for file retrieval

*The statements herein reflect general details to describe the principle 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.*

### **Decision Making Authority:**

- Manages access to information and data
- Manages technical resources, including software
- Oversees activities of external/internal committees

### **Accountability:**

- Accountable for the coordination and development of workplans, strategies and protocols
- Accountable for producing reports for the TLU Committee
- Accountable for producing operational reports
- Accountable for the timely completion of projects
- Conducting business with internal and external clients in a tactful, discrete and courteous manner
- Maintain confidentiality
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien’kéha Language initiatives



**Education & Experience:**

- Bachelor's Degree in Arts or Science, plus one (1) year relevant experience;
- OR
- DEC in Social Sciences, plus three (3) years relevant experience in the Indigenous research field;
- OR
- High School Diploma, plus five (5) years relevant experience in the Indigenous research field.

**Knowledge, Skills, Abilities and Other Attributes:**

- Strong research and organizational skills
- Strong knowledge of culturally competent and culturally based information and epistemologies
- Knowledge of Kanien'kehá:ka territory, history, culture and ecological practices
- Strong communication and interpersonal skills;
- Collaborative working style and able to work well in a team-setting;
- Highly motivated and independent with a strong work ethic;
- Strong organizational and time management skills;
- Sound knowledge of databases, Word, Excel and ability to learn various computer programs/software;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

**Working Environment:**

- Five-day work week and normal office environment
- Occasional overtime may be required
- Occasional travel
- Moderate stress and productivity pressure associated with meeting and delivering work in a timely manner

**Competencies:**

| Self - Management | Client & Team Relations | Quality Decision Making | Professional Capacity | Communication |  |
|-------------------|-------------------------|-------------------------|-----------------------|---------------|--|
| Intermediate      | Intermediate            | Intermediate            | Intermediate          | Intermediate  |  |
| Adaptability      | Planning and Organizing | Leadership              | Language & Culture    |               |  |
| Core              | Intermediate            | Core                    | Core                  |               |  |

**STRENGTH**  
**PEACE**  
**UNITY**

# Mohawk Council of Kahnawake



**P.O. Box 720**  
**Kahnawake Mohawk Territory J0L 1B0**

*'Isi Nīkaió 'tenfiseró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**

**Tel.: (450)632-7500**

**Fax: (450)638-5958**

**Website: [www.kahnawake.com](http://www.kahnawake.com)**

**Commitment Statement:**

I serve my 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: \_\_\_\_\_

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

Director of Human Resources: \_\_\_\_\_