

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake



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

*Tsi Nīkaió'tenhséró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**

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

## INTERNAL/EXTERNAL

### JOB OPPORTUNITY

**POSITION:**

**Operations Manager, Kahnawake Cannabis Control Office (KCCO)  
Office of the Council of Chiefs**

**DURATION:**

Fixed-Term, Full-Time  
Six (6) Month Probation Period

**DESCRIPTION:**

See Attached Job Description

**SALARY:**

Hours of Operation  
Hours per week

\$1,206.38 to \$1,362.38 Per Week  
8:30 am – 4:00 pm  
37.5 Hours per week

**DEADLINE FOR  
APPLICATION:**

**Friday, May 20, 2022 - 4:00 p.m.**

**REQUIREMENTS:**

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

- ✓ A Signed Privacy Waiver allowing a security check to be performed.
- ✓ A clear photocopy picture ID (Driver's license)
- ✓ Applicant Check list
- ✓ Letter of intent
- ✓ Resume
- ✓ Three (3) professional references (Name & contact information)
- ✓ Provide Proof of Educational Credentials. See attached job description for qualifications.

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

- **Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.**
- **When e-mailing please ensure you call to confirm your application was received before the deadline**
- **A preference will be given to Aboriginal candidates.**



<b>Job Title:</b>	Operations Manager, KCCO
<b>Division:</b>	Kahnawake Cannabis Control Office (KCCO)
<b>Reports To:</b>	Chairperson, Kahnawake Cannabis Control Board (KCCB)
<b>Name of Incumbent:</b>	
<p><b>Purpose:</b> Under the supervision of the Chairperson, Kahnawake Cannabis Control Board is responsible for the management of all operational and regulatory requirements and services as it pertains to the successful functioning of the Kahnawake Cannabis Control Office. This position will also coordinate the overall management of KCCB, internal and external resources which includes the Cannabis Health and Safety Committee (CHSC). The Manager is responsible for the development and implementation of all processes, procedures, budget and for ensuring that communication channels and information flow is accurate and consistent.</p>	
<p><b>Cultural Identity Attributes:</b> This individual is an operations manager who places emphasis on ensuring the Kahnawake Cannabis Control Office meets all the requirements of the KCCL. The individual also ensures the efficient operations of the office by instituting standard procedures and quality control measures and can communicate professionally with all stakeholders. The individual is confident in handling a variety of tasks/responsibilities, adept in managing multiple initiatives and possesses the ability to liaise at all levels, while placing a primary focus on achieving best results.</p>	
<p><b>Roles &amp; Responsibilities:</b></p>	
<p><b>Operations Management</b></p> <ul style="list-style-type: none"> <li>• Monitors and oversees all issues for the KCCB and CHSC;</li> <li>• Is the primary contact between KCCB, CHSC, Health Canada, MCK; Peacekeepers and license holders;</li> <li>• Coordinates, participates, and takes notes for all KCCB and CHSC meetings;</li> <li>• Manages the day-to-day operations of the KCCB Office;</li> <li>• Prepares and submits the annual operating budget for KCCB's approval;</li> <li>• Manages the approved budget;</li> <li>• Develops and implements operational procedures to ensure quality assurance;</li> <li>• Assesses need for operational changes and makes recommendations to KCCB;</li> <li>• Receives inspection reports and monitors inspection schedule.</li> </ul>	
<p><b>Permit Application Process Management</b></p> <ul style="list-style-type: none"> <li>• Communicates the permit application process, requirements, and conditions to clients and is the liaison between the applicant/permit holder and the KCCO;</li> </ul>	



- Receives and ensures permit applications meet all the requirements of the KCCL and the federal cannabis law;
- Reviews all applications and amendment requests and makes recommendations for approval with the KCCB;
- Coordinates criminal record, background checks, and membership verification for all permit applicants;
- Prepares all required KCCO public notices;
- Prepares permits and renewals as directed by the KCCB;
- Informs Board of any breaches to permit conditions that they are made aware of;
- Collects and remits any applicable fees.

#### **General Office Management and Administrative Support**

- Processes bills, secures purchase orders and verifies/approves invoices and acquisitions against purchase orders;
- Coordinates special workshops, strategic sessions, and meetings, and any training requirements;
- Prepares all correspondence, reports, and other documentation required;
- Manages and maintains an accurate and up to date filing system that ensures confidentiality;
- Provides reception services to the office of the KCCB;
- Orders office supplies;
- Manages reports and data and makes them accessible to the KCCB, Chief and Council, CHSC and interested community members;
- Collaborates with MCK Public Relations on PSAs and website;
- Ensures that information received from the Health and Safety Committee, Kahnawake Peacekeepers, inspectors, and external agencies is forwarded to the KCCB.

***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:**

- Determines the readiness of applications, reports, and statements for submission to the KCCB;
- Decides on requirements to achieve the KCCBs objectives;
- Decides on communications methods;
- Determines best practices and implements operational changes to ensure the effective functioning of the office;
- Decides on best sources for supplies and equipment for the KCCO.

**Accountability:**

- Signing authority is set at \$ 1,000.00. Anything above signing authority will go to KCCB;
- Ensures that communication channels and information flow is accurate and consistent throughout the KCCB;
- Ensures timely receipt of inspection reports and monitors inspection schedule;
- Ensuring the continuous improvement of the office;
- Conducting business with internal and external stakeholders in a tactful, discrete, and courteous manner;
- Maintaining confidentiality;
- Adhering to KCCB and KCCL Policy and procedures;
- Adhering to the MCK Administrative Manual-Personnel Policy and Kanien'kéha Language Initiatives;
- Conducting business with internal and external clients in a tactful, discrete, and courteous manner;
- Maintain confidentiality.

**Education & Experience:**

- Bachelor's Degree in Business Administration, plus one (1) year relevant experience;
- OR
- DEC in Social Sciences, plus three (3) years relevant experience;
- OR
- High School Diploma, plus five (5) years relevant experience.

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

- Working knowledge of the Kahnawà:ke Cannabis Control Law and functions of the regulatory body;
- Knowledge of the requirements of the applicable federal Cannabis legislation;
- Tact, discretion, and professionalism when dealing with clients and the public;
- Excellent oral and written communication skills;
- Sound organizational and interpersonal skills;
- Competency in minute taking;
- Ability to work independently and use initiative, sound judgment and the application of various problem-solving techniques;
- Ability to manage stress associated with workload and priorities;
- Sound human resource, file management and budget management skills;
- Knowledge of Outlook, Microsoft Office 365, Excel programs and Phillips Speech Ex Transcribe;
- Strong time management skills;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.



<b>Working Environment:</b>					
<ul style="list-style-type: none"> <li>• Normal office environment;</li> <li>• Moderate overtime;</li> <li>• Moderate stress.</li> </ul>					
<b>Competencies:</b>					
<b>Self - Management</b>	<b>Client &amp; Team Relations</b>	<b>Quality Decision Making</b>	<b>Professional Capacity</b>	<b>Communication</b>	
Intermediate	Intermediate	Intermediate	Intermediate	Intermediate	
<b>Adaptability</b>	<b>Planning and Organizing</b>	<b>Leadership</b>	<b>Language &amp; Culture</b>		
Core	Intermediate	Intermediate	Core		
<b>Commitment Statement:</b>					
<p>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.</p>					
<b>Signatures:</b>					
Employee's Signature: _____					
Supervisor's Signature: _____					
Director of Human Resources: _____					