

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

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

'Tsi Nikaio' tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

JOB OPPORTUNITY

KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM (KSSEP) 2022

POSITION: Project Assistant, Sports & Recreation Unit

DURATION: Twelve (12) Weeks – Full-Time

DESCRIPTION: See Attached Job Description

SALARY: Based on Tawatohnni'saktha KSSEP rates
LEVEL D – University - \$18.00 per hour

HOURS OF OPERATION: 37.5 Hours per week

DEADLINE FOR APPLICATION: Friday, May 27, 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 along with a **copy of a valid photo ID**
- **Letter of intent**
- **Resume**
- **Names and telephone numbers of three (3) references**

SPECIAL REQUIREMENTS: All applicants **MUST** be registered as a Student with the Tawatohnni'saktha KSSEP.

PLEASE NOTE: Job descriptions can be obtained at www.Kahnawake.com website and www.KEDC.biz

We will only be accepting applications by e-mail at this time. Please forward your complete application via e-mail only to: Applications@mck.ca

Should you have any questions contact:
*Jessica Paul, Junior HR Generalist OR
Dawn Stacey, Manager of Recruitment & Staffing
Human Resources Unit*

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Job Description

GENERAL INFORMATION	
Job Title:	Sports & Recreation Unit Project Assistant
Division:	Finance
Date of Job Description:	April 2022
Terms:	Fixed-term, Part-time (12 weeks x 37.5 hours/week)
Job Reports to:	Interim Director of Sports and Recreation

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	MacKenzie Whyte
Name of Supervisor:	

GENERAL JOB DESCRIPTION
Under the supervision of the Interim Director of Sports and Recreation, develops written and graphic content and promotes the Sports and Recreation Unit website and social media properties. Coordinates summer student employment and training files. Helps organize special events. Coordinates recreational activities as part of the Kahnawake Youth Resilience Project.

RESPONSIBILITIES	TASKS
To Assist in the Coordination of SRU Events, Projects and Programs	<ul style="list-style-type: none"> ➤ Initiates and develops new ideas for projects in collaboration with Immediate Supervisor; ➤ Plans and develops a system for compiling and scheduling programming based on Unit calendar; ➤ Coordinates at least two programs; ➤ and ➤ Coordinates a fundraising event for Team Kahnawake.
To Organize Website and Social Media Content Creation	<ul style="list-style-type: none"> ➤ Initiates and develops new ideas for the website in collaboration with Immediate Supervisor; ➤ Plans and develops a system for gathering and scheduling up-to-date information for input on website; ➤ Regularly posts and updates news and other community recreational organization information;

	<ul style="list-style-type: none"> ➤ and ➤ Promotes content on social media properties.
To Research, Compile and Carry Out Community Recreational Needs Survey and Proposals	<ul style="list-style-type: none"> ➤ Works with stakeholders to discover survey requirements; ➤ Creates survey and promotes through social media; ➤ Hosts sessions in playgrounds/outdoor areas where individuals may fill out the survey in person (socially distanced,) ➤ Researches and gathers information and statistics for proposals; ➤ Aids in the creation of auxiliary material and promotional assets for grants; ➤ Compiles results and analyzes data; and ➤ Creates report on the findings and makes recommendations.

➤ Performs other job related duties as directed by the Immediate Supervisor.

ACCOUNTABILITY	
	<ul style="list-style-type: none"> ➤ To coordinate with minor sports and recreation organizations, athletes, coaches, parents, local media and community members; ➤ To deal with internal and external clients in a tactful, discrete and courteous manner; ➤ To create high quality writing for a variety of media, including grantors; ➤ To decide on schedule and content of website; ➤ To create high quality content for the website and social media channels; ➤ To maintain confidentiality; ➤ To adhere to the MCK Administration Manual-Personnel Policy and Kanienkeha Language Initiatives.

QUALIFICATIONS	
Education and Experience required	<ul style="list-style-type: none"> ➤ FULL-TIME ENROLLMENT IN AN ACCREDITED UNIVERSITY PROGRAM IN COMMUNICATIONS, COMMERCE, BUSINESS, JOURNALISM, CREATIVE WRITING, MARKETING, GRAPHIC DESIGN, WEBSITE DESIGN, OR RELATED FIELD.
Skills Requirements	<ul style="list-style-type: none"> ➤ Comprehensive knowledge of writing and research; ➤ Creativity in looking for innovative solutions; ➤ Ability to write posts and update information on behalf of community recreational organizations; ➤ Creates cornerstone content for the site; graphic design; ➤ Knowledge of computer systems (word processing, desktop publishing, graphic design, developing and managing websites); ➤ Ability to prioritize and adapt to constantly changing demands of the job; ➤ Ability to work independently and complete tasks within strict time constraints; ➤ Sound knowledge of website protocols and organizational skills; ➤ Oral and strong written communication skills;

	<ul style="list-style-type: none">➤ Ability to communicate in the Kanien'keha and French languages is an asset;➤ The willingness to learn the Kanien'keha language is required.
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THE IMMEDIATE SUPERVISOR

THE INCUMBENT

PERFORMANCE MANAGEMENT COORDINATOR
HUMAN RESOURCES UNIT