

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

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM (KSSEP) 2022

JOB OPPORTUNITY

POSITION: Junior Communications Liaison, Waste Management

DURATION: Ten (10) Weeks

DESCRIPTION: See Attached Job Description

SALARY: \$16.41 per hour
LEVEL C – CEGEP

HOURS PER WEEK: 37.5 hours
(7:00 AM–3:30 PM) Monday-Friday

DEADLINE FOR APPLICATION: No deadline – Open until the position is filled

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 Tawatohni'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*



Job Title:	Junior Communications Liaison
Division:	Public Works – Waste Management Department
Reports To:	Waste Management - Communications Liaison
Name of Incumbent:	
Purpose:	<p>Under the supervision of Waste Management - Communications Liaison, the Eco-patrol will raise awareness and educate community members on topics related to the waste management best practices and the protection of the environment.</p> <p>Encourages community members to properly divert waste in a sustainable manner (trash, recycling, composting, and eco-center). Promotes the various services offered in the community, as well, educates on current concepts and movements aimed at reducing our impact on the environment.</p>
Cultural Identity Attributes:	<p>A self-disciplined, and logical individual that is accurate and detailed in approach. Is out going, organized, dependable, and self-reliant and comfortable in communicating with the public. This person asserts authority when necessary, and places high regard on work safety and maintaining quality and standards.</p>
Roles & Responsibilities:	
<p>To raise awareness and provide information about environmental protection and good waste management practices</p> <ul style="list-style-type: none"> • Promote waste management infrastructures in the community; • To engage and mobilize the population in order to encourage them to adopt healthy habits in waste management; • Organize and lead activities on waste reduction, recycling, composting, etc; • Create online content to share information and tips with the community; • Manage one or more social networks (Facebook, Instagram, YouTube, TikTok, etc.); • Create awareness-raising tools for the community (games, posters, guide, pamphlets, etc.); • Develop messages to be shared with the public through radio, newspapers and other means of communication; • To produce and distribute information content on certain themes (impact of waste on the environment, recycling, composting, eco-center, etc.) using various means (door-to-door, information kiosk, radio and video clips, articles, youth activities, etc.); 	



- Answer questions from community members, offer tips and advice to work towards better waste management habits;
- Facilitate activities at special community events.

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:

- To decide on content and layout of publications.
- To determine most effective methods of disseminating information to the community;

Accountability:

- Raise awareness of waste management services and facilities available to community members;
- Ensure the population is aware of the best practices to adopt to limit the production of waste;
- Attend the online training and prepares weekly progress reports;
- Conducts 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:

- High School Diploma, plus five (3) years relevant experience.

Knowledge, Skills, Abilities and Other Attributes:

- A strong interest in environmental and sustainable development issues;
- Good knowledge of the community's social networks and media environment, Canva Software, and microsoft office tools;
- Good interpersonal skills, be comfortable in public and be able to express yourself easily;
- Organized and autonomous;
- Must be able to work independently;
- 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:

- Thirty-Five (35) hour work week, including in the office and in the field;
- Moderate stress associated with dealing with the public.

Competencies:

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

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: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Performance Management Administrator's Signature: _____