

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



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

Tsi Nîkaió'tenhséró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

**Environmental Consultation Advisor,
Kahnawake Environment Protection Office**

DURATION:

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

DESCRIPTION:

See Attached Job Description

SALARY:

Hours of Operation
Hours per week

\$1,232.25 to \$1,392.00 Per Week
8:30 a.m. to 4:00 p.m.
37.5 hours per week

DEADLINE FOR APPLICATION:

Monday, March 18, 2024 - 4:00 p.m.

REQUIREMENTS:

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

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to:
Applications@mck.ca

NOTE: All forms and requirements are listed on our website:
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 Aboriginal candidates.**

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Job Title:	Environmental Consultation Advisor
Division:	Kahnawake Environment Protection Office
Reports To:	General Manager of Environment Protection
Name of Incumbent:	TBD
Purpose: Under the supervision of the General Manager Environment Protection, provides environmental advice and expertise to the MCK Consultation Committee relating to the review of projects, plans and legislation that may impact the environment within the Territory of the Mohawks of Kahnawà:ke.	
Cultural Identity Attributes: A self-disciplined, logical, thorough individual that is accurate and detailed in approach. A systematic individual who enjoys challenging situations and has a strong desire to achieve results. Is organized, dependable, and self-reliant.	
Roles & Responsibilities:	
To provide environmental expertise regarding proposed projects, policies, activities, and other external requests <ul style="list-style-type: none">• Participate as the KEPO representative on the MCK Consultation Committee;• Maintain a database of environmental consultation files and provide regular updates to colleagues to assess any linkages to KEPO work;• Review documentation and compile current relevant environmental information related to proposed projects, policies, activities and other external requests which might have an impact on the environment of Kahnawà:ke's territories or Mohawk traditional lands;• Prepare the environmental position concerning proposed projects and strategies and develop recommendations in the best interest of the environment and future generations;• Prepare MCK environmental position for meetings involving project proponents and external government representatives;• Collaborate with MCK Consultation Committee representatives to prepare documentation such as memos, reports, briefing notes or presentations, which present the positions and recommendations of the MCK Consultation Committee.	



Participate in consultation related meetings and field work

- Participate in and represent the environmental expertise for the MCK Consultation Committee at meetings with project proponents, government departments, ministries, environmental organizations and other groups;
- Visit proposed project sites to assess impacts to the natural environment;
- Participate in fieldwork related to project monitoring to ensure compliance with recommended mitigation and conditions of authorization;
- Performs other miscellaneous tasks as per need indicated by the direct supervisor.

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:

- Reviews and evaluates external consultation documents and technical reports;
- Provides input and makes recommendations related to impacts to the environment and the community;
- Represents the MCK's environmental expertise for external consultations.

Accountability:

- Acquires and maintains current knowledge required by the position;
- Ensures well researched, scientifically supported information is provided;
- Has or acquires a comprehensive and detailed knowledge of MCK policies and procedures relevant to Consultation duties;
- Conducts business with internal and external clients in a tactful, discreet and courteous manner;
- Maintains confidentiality;
- To maintain a positive image of the Environment Protection Unit with other MCK Departments and the general public;
- Maintains confidentiality;
- Adheres to the MCK Administrative Manual-Personnel Policy and Kanien'keha language initiatives.

Education & Experience:

- Bachelor's Degree in Environmental Sciences, Engineering or other Environmental field, plus four (4) years relevant experience;
- OR
- DEC in Environmental Sciences or related field, plus seven (7) years relevant experience;
- OR
- High School Diploma, plus ten (10) years relevant experience.



Knowledge, Skills, Abilities and Other Attributes:

- Firm background in environmental science;
- Strong organizational, coordination, communication, writing, research, computer, and general office skills;
- Strong public speaking skills;
- Ability to work independently;
- Strong attention to detail;
- Strong technical knowledge;
- Sensitivity to and understanding of the needs/wants of the community is an important asset;
- Participation in conferences, committees, workshops as required;
- Ability to manage moderate overtime to perform fieldwork, meet deadlines, attend meetings, events, training, or presentations;
- Ability to read French is a strong asset for reviewing documentation;
- Ability to communicate in the Kanien'kéha language is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Five-day work week (8:30 – 4:00) including in the office, at home and in the field;
- Moderate overtime or weekend work may occasionally be required;
- Moderate stress due to workload;
- Moderate productivity pressure.

Competencies:

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

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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: _____