

STRENGTH

PEACE

UNITY

# Mohawk Council of Kahnawake



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

*'Tsi Nîkaió 'tenhiseró: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)

INTERNAL/EXTERNAL

## JOB OPPORTUNITY

### POSITION:

Office & Project Support Assistant,  
Office of the Council of Chiefs

### DURATION:

Indeterminate, Full-Time  
Six (6) Month Probation Period

### DESCRIPTION:

See Attached Job Description

### SALARY:

Hours of Operation

Hours per week

\$785.25 to \$887.25 Per Week

8:30 a.m. to 4:00 p.m.

37.5 hours per week

### DEADLINE FOR

### APPLICATION:

Wednesday, April 3, 2024, 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](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 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.



<b>Job Title:</b>	Office and Project Support Assistant
<b>Division:</b>	Office of the Council of Chiefs
<b>Reports To:</b>	Executive Assistant and Administrative Support Coordinator
<b>Name of Incumbent:</b>	TBD
<p><b>Purpose:</b></p> <p>Under the supervision of the Executive Assistant and Administrative Support Coordinator, is responsible to provide support to the administrative and clerical functions of the Office of the Council of Chiefs, Portfolio Teams as well as to OCC projects.</p>	
<p><b>Cultural Identity Attributes:</b></p> <p>This individual places emphasis on standard operating procedures and quality control and is comfortable communicating within a political environment. The individual is confident in handling variety, adept in managing multiple tasks, 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>To Provide General Administrative and Clerical Support for the Office of the Council of Chiefs Unit</b></p> <ul style="list-style-type: none"> <li>• Ensure that all parties are relieved of as much routine administrative tasks as possible;</li> <li>• Order and maintain an adequate inventory of office supplies for the OCC Unit;</li> <li>• Verify accuracy of invoices received from suppliers, investigate discrepancies, obtain approval from the Executive Assistant and Administrative Support Coordinator or the General Manager of Operations and submit to Accounting for processing;</li> <li>• Handle travel arrangements, advance payment requirements and travel expense reports for OCC staff, as required;</li> <li>• Assist with researching travel arrangements and completing necessary travel request forms for the Kahnawa'kehró:non Ratitsénhaienhs, as required;</li> <li>• Process mail and photocopies;</li> <li>• Maintain the filing system; open files and file retrieval for all of OCC in electronic format;</li> <li>• Provide coverage and assistance to other OCC Administrative Support Staff as required.</li> </ul>	



## To Provide General Administrative and Clerical Support to Portfolio Teams and OCC Projects

- Schedule routine Portfolio Teams and OCC project meetings, as assigned; prepare agendas, package documents and materials;
- Reserve, set up and prepare locations/rooms for meetings and conferences;
- Collaborate with the OCC Administrative Support team to ensure coordination for all areas of scheduling requirements for the Council of Chiefs;
- Record, transcribe and distribute Records of Decisions for various project meetings, when required;
- Produce reports, documents and correspondence when required;
- Organize and maintain up-to-date project files and records in electronic format.

## Council Strategic Discussion Notetaking and Filing

- Attend the weekly Council Strategic Discussions, record and accurately transcribe the notes;
- Follow up with discussion organizers to obtain documents relating to Strategic Discussions, for OCC's files, when necessary;
- Ensure that the finalized notes and any supporting documents related to the discussions are filed securely on the OCC Admin SharePoint on a weekly basis;
- Provide copies of Strategic Discussion notes to authorized persons, upon request;
- Ensure the Strategic Discussion Tracker is kept up to date.

***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 best problem-solving techniques and methodology;
- Determines the best practices for administrative tracking systems (digital, hardcopy, etc.);
- Determines the most practical and efficient method to coordinate meetings and travel arrangements;
- Determines the most appropriate method of time management for work assignments;
- Determines the appropriate approach for administrative requirements;

## Accountability:

- To ensure Strategic Discussion notes are transcribed accurately and filed within the determined timeframe, along with any supporting documentation;
- To ensure appropriate follow-ups are performed for assigned meetings/projects;
- To ensure administrative and operational requirements for the position are met;
- To ensure all OCC files are kept up to date and files are easily retrievable;
- To ensure efficient service delivery;
- To adhere to established documentation standards and requirements;
- To conduct business with internal and external clients in a tactful, discreet and courteous manner;



- To maintain confidentiality;
- Maintain and update as necessary a Standard Operating Manual for the position;
- To adhere to the MCK Administration Manual - Personnel Policy, all Global policy/procedures, as well as Kanien'kéha Language initiatives.

## Education & Experience:

- DEP in Secretarial Sciences, plus one (1) year relevant experience;
- OR
- High School Diploma, plus three (3) years relevant experience.

## Knowledge, Skills, Abilities and Other Attributes:

- Sound verbal and written communication skills;
- Sound administrative, organizational and research skills;
- Sound knowledge of all Microsoft Office programs;
- Sound comprehension skills, for precise representation of Strategic Discussions and other assigned Portfolio Teams and OCC projects/meetings;
- Sound knowledge of Mohawk Council of Kahnawà:ke and community policies, initiatives, and directives;
- Sound knowledge of Kahnawà:ke community programs and services and how they function/interact with one another;
- Ability to use initiative, sound judgement and strong problem-solving skills;
- Ability to work independently and in a team setting;
- 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 (8:30 AM to 4:00 PM; 37.5 hour/week) and normal office environment;
- Occasional overtime and travel, as required;
- Moderate stress associated with workload and priorities.

## Competencies:

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

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Core	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: \_\_\_\_\_