



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

<u>POSITION:</u>	Tioweró:ton Manager, Lands Unit
<u>DURATION:</u>	Indeterminate, Full-Time Nine (9) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$1,327.50 to \$1,457.25 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Tuesday, April 29, 2025 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE</u> THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume
- ✓ Valid Quebec Driver's License

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:
<https://kahnawake.com/job-opportunities>

- **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 Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



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RONWATIIO'TÉNHSÉ RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Tioweró:ton Manager
Division:	Lands Unit, Tioweró:ton Department
Reports To:	General Manager of Lands Operations
Date of Job Description	June 19, 2024
Purpose:	
<p>Oversees the operational development and operations management aspects of the Tioweró:ton department to ensure all operations are efficient and effective.</p> <p>Coordinates special projects and activities for the Tioweró:ton Territory.</p>	
Roles & Responsibilities	
Operational Development – Tioweró:ton	
<ul style="list-style-type: none"> • In conjunction with the General Manager of Operations, develops and implements the operational plans for Tioweró:ton. • Assists in the development of Tioweró:ton laws for implementation. • Assists in the Development of and review of policies and regulations for implementation. • Researches, develops, and recommends programs for implementation that will provide effective management of the Tioweró:ton territory. • Assess, develop, and implement effective and efficient operational processes. • Assists in research and requests to secure additional funding to administer programs for local, provincial, and national levels. 	
Operations Management – Tioweró:ton	
<ul style="list-style-type: none"> • Supervisory responsibilities for Tioweró:ton staff. • Decides on the performance and objective requirements for direct reports. • Ensures work assignments/work plans are provided to the Senior Caretaker/Supervisor. • Coordinates all training for Tioweró:ton staff. • Develops the Tioweró:ton budget. • Financial and monthly budgetary analysis for programs and proposals. • Ensures all invoices are paid in a timely manner. • Develops and coordinates all Tioweró:ton communications. • Ensures all social media are routinely updated, such as the Tioweró:ton Territory Facebook page. • Tioweró:ton liaison between MCK, committees, and governments. • Coordinates work between MCK Units. • Approves all maintenance requirements related to equipment and vehicles. • Oversees the coordination of the Tioweró:ton Committee. • Prepares Request for Decision packages for the Tioweró:ton Committee and completes follow-up as required. • Prepares land use plans for approval by the Tioweró:ton Committee. • Administers the Tioweró:ton Policy and all other policies and procedures related to the management of the Territory. 	



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- Processes and reviews all applications for cabin construction, ensuring all guidelines for construction are adhered to.
- Approves cabin construction applicants.
- Follows the procedure to ensure the Tioweró:ton Community Representative is upheld.
- Coordinates all maintenance activities for the territory.
- Performs other job-related duties as directed by the immediate supervisor.

Project Management – Tioweró:ton

- Recommends, develops, plans, and coordinates special projects and activities for the Territory in conjunction with MCK Units and Caretakers.
- Prepares budget submissions for special projects.
- Conducts budgetary analysis for special projects and activities.

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.

Education & Experience

- Bachelor's Degree in Business Administration or a related field, plus one (1) year relevant experience
- OR
- DEC in Social Science, Business Administration, or a related field, plus three (3) years relevant experience
- OR
- High School Diploma plus five (5) years relevant experience in administration and management

Knowledge, Skills, Abilities

- Knowledge of Lands Unit and Tioweró:ton policies and operational procedures.
- Knowledge of other lands related policies.
- Knowledge of the Kahnawà:ke Legislative Commission process.
- Strong knowledge of policy development and procedures.
- Strong Supervisory skills with the ability to lead a remote team.
- Strong organizational skills.
- Excellent verbal and written communication.
- Excellent research skills.
- Strong negotiation skills.
- Strong accounting skills.
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.



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- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week, and work is performed in a typical interior/office environment.
- Moderate stress due to workload.
- Occasional overtime and weekend work required.
- Travel to the Tioweró:ton Territory is required bi-weekly and as needed.

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: _____