



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY – MCK/KSSEP 2025**

<b><u>POSITION:</u></b>	Geographic Information Systems (GIS) Technician.
<b><u>DURATION:</u></b>	Fixed-Term, Full-Time (Start June 23 – August 15, 2025)
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$16.10 per hour (KSSEP RATE – HIGH SCHOOL Level B)
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	30 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>June 1, 2025 - 4:00 p.m.</b>
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</b> <ul style="list-style-type: none"><li>✓ Applicant checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Must register with Tawatohnhi'saktha KSSEP Program</li></ul>

**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 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'

<b>Core Job Information</b>	
<b>SUMMER STUDENT</b>	
<b>Job Title:</b>	Geographic Information Systems (GIS) Technician
<b>Division:</b>	Information Management Unit (IMU)
<b>Reports To:</b>	Bradford Dean
<b>Date of Job Description</b>	March 27, 2025
<b>Purpose:</b> The GIS Technician will support the Geographic Information Systems (GIS) team by identifying, sorting, organizing, and managing spatial and attribute data.	
<b>Roles &amp; Responsibilities</b>	
<b>Role Statement</b>	
<ul style="list-style-type: none"> <li>Identify, sort, organize, and manage GIS data</li> </ul>	
<b>Role Statement</b>	
<ul style="list-style-type: none"> <li>After basic training, the student will go out in the field and collect data within the community.</li> </ul>	
<b>Role Statement</b>	
<ul style="list-style-type: none"> <li>Assist the GIS Manager in daily tasks</li> </ul>	
<p><i>The statements herein reflect general details to describe the principal 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.</i></p>	
<b>Education &amp; Experience</b>	
<ul style="list-style-type: none"> <li>Must be registered with Tewatohnhi'sakta's KSSEP Program 2025</li> <li>Must be a student in High School, CEGEP or University student continuing in the fall semester.</li> </ul>	
<b>Knowledge, Skills, Abilities</b>	



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- No prior GIS knowledge is required. The technician will be trained and supervised.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset, but not necessary.
- The willingness to learn the Kanien'kéha language.

### **Working Environment**

- Five-day work week is performed both in an office environment and outdoors, walking in the community, collecting data from the urban fabric.

### **Commitment Statement:**

I serve the Kahnawà:ke 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: \_\_\_\_\_