



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:**

**General Manager of Kanien'kehá:ka Rights & Research,  
Kanien'kehá:ka Rights & Research Office**

**DURATION:**

Indeterminate, Full-Time  
Twelve (12) Month Probation Period

**DESCRIPTION:**

See Attached Job Description

**SALARY:**

\$1,443.00 to \$1,630.13 Per Week

Hours of Operation

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

Hours per week

37.5 hours per week

**DEADLINE FOR  
APPLICATION:**

**Thursday, June 26, 2025 - 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:

<https://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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<b>Core Job Information</b>	
<b>Job Title:</b>	General Manager of Kanien'kehá:ka Rights and Research Office Operations
<b>Division:</b>	Kanien'kehá:ka Rights and Research (KRR) Office
<b>Reports To:</b>	Director of Office of the Council of Chiefs
<b>Date of Job Description</b>	May 2025
<b>Purpose:</b>  Under the supervision of the Director of the Office of the Council of Chiefs (OCC), controls operations and the primary budget of the Kanien'kehá:ka Rights and Research (KRR) Office (the office), including ensuring adherence to established standards and policies. In collaboration with the OCC Chief Political Advisor, provides strategic direction to the KRR Office and ensures political alignment with chiefs and council, through the KRR Portfolio. Manages and implements strategy, scope, and standards regarding the protection of the rights and interests of Kahnawa'kehró:non through research, education, relationship-building, and collective action.	
<b>Roles &amp; Responsibilities</b>	
<b>In collaboration with the OCC Chief Political Advisor, lead the strategic development for the protection and assertion of the rights and interests of Kahnawa'kehró:non</b> <ul style="list-style-type: none"> <li>• Develops and oversees the implementation of comprehensive strategic and operational plans.</li> <li>• Establishes the vision and goals for KRR files.</li> <li>• Analyzes and studies political trends that may impact KRR's functions and files.</li> <li>• Establishes goals and priorities for KRR research, projects, and files based on community engagement, internal and external political landscapes, traditional knowledge, and historical information.</li> <li>• Support KRR staff in the development of strategies for KRR content areas: duty-to-consult, Seigneurie of Sault St. Louis (SSSL) Land Grievance and specific claims files, title research, archaeology, and harvesting.</li> <li>• Evaluates and prioritizes objectives for KRR staff by analyzing the impacts on the rights and interests of Kahnawa'kehró:non.</li> </ul>	
<b>To actively participate with internal/external entities to ensure Kahnawa'kehró:non interests are represented</b> <ul style="list-style-type: none"> <li>• Build linkages within Kahnawà:ke to share knowledge and encourage collective action for protecting the rights and interests of Kahnawa'kehró:non.</li> <li>• Establishes collaboration and cohesion within the organization regarding strategic planning and decision making for the protection of the rights and interests of Kahnawa'kehró:non.</li> <li>• Develops relationships with external governments to advance KRR files.</li> </ul>	



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- Advocates for mitigation, accommodation, and compensation measures that protect and advance the rights and interests of Kahnawa'kehró:non.
- Supports chief and council in presenting positions on matters that impact the rights and interests of Kahnawa'kehró:non at hearings, tribunals, committees, and other forums.
- Acts as a leader/subject matter expert on issues impacting the rights and interests of Kahnawa'kehró:non.
- Provides expertise and guidance to Chief and Council, staff, and MCK organization on matters that impact the rights and interests of Kahnawa'kehró:non.

**To manage the general operations of the KRR office**

- Set performance targets and key performance indicators (KPIs) for the office, ensuring these align with broader organizational objectives.
- Oversee the day-to-day operations of the office, ensuring efficiency, productivity, and quality in all activities.
- Develop, implement, and refine operational processes, procedures, and policies to enhance the office's effectiveness.
- Ensure compliance with all relevant regulations, standards, and organizational policies.
- Communicates/advocates for operational initiatives.
- Ensures public relations are effectively carried out.
- Communicate effectively with stakeholders, including senior management, clients, and community members, to provide updates, reports, and information on the office's activities.
- Serves as the primary point of contact for the office, representing its interests and activities within the organization and to external stakeholders.
- Collaborate with other units, departments, and external partners to achieve common goals and enhance overall organizational performance.
- Ensures integrity and professionalism in all KRR activities.
- Ensures the appropriate allocation and management of all dedicated resources.
- Prepare, manage, and monitor the office's budget, including forecasting expenses and allocating resources effectively.
- Lead and manage the office's staff, including recruitment, training, development, and performance evaluation.
- Perform duties as assigned.

**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.**



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<b>Education &amp; Experience</b>
<ul style="list-style-type: none"> <li>• Master's degree in political science or a related field, plus three (3) years of relevant experience.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in political science or a related field, plus five (5) years of relevant experience.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• High School Diploma plus five (10) years of relevant experience.</li> </ul>
<b>Knowledge, Skills, Abilities</b>
<ul style="list-style-type: none"> <li>• Sound knowledge of Aboriginal Rights and Title, Land and Specific/Special Claims processes, and the Crown's Duty-to-Consult.</li> <li>• Strong connections with community organizations.</li> <li>• Subject matter expert on the protection of the rights and interests of Kahnawà'kehró:non.</li> <li>• Knowledge of other community programs and services and how they function and interact with one another.</li> <li>• Excellent communications skills, both oral and written.</li> <li>• Strong knowledge of the dynamics of the community of Kahnawà:ke.</li> <li>• Strong knowledge and/or experience in strategic planning exercises and communications planning.</li> <li>• Strong organizational skills, creativity, and computer skills (MS Office; graphic design programs).</li> <li>• Demonstrated interest in public relations and community engagement.</li> <li>• Interest in the environment and traditional knowledge.</li> <li>• Strong public speaking skills.</li> <li>• Ability to work independently.</li> <li>• Strong attention to detail.</li> <li>• Analytical skills.</li> <li>• Professionalism and discretion in handling confidential and politically sensitive information.</li> <li>• Conducts business with internal and external clients in a tactful, discreet, and courteous manner.</li> <li>• Adhere to MCK Employment Policies and Kanien'kéha Language initiatives.</li> <li>• Ability to communicate in the Kanien'kéha and French languages is an asset; willingness to learn Kanien'kéha is required.</li> </ul>
<b>Working Environment</b>
<ul style="list-style-type: none"> <li>• Five-day work week is performed in an office environment.</li> </ul>



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- High productivity pressure.
- Occasional travel and overtime may be required.

**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: \_\_\_\_\_