



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION:

Environmental Education Liaison, KEPO

DURATION:

Fixed -Term, Full-Time (TBD – March 31, 2026)

Six (6) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

\$996.75 to \$1,125.75 Per Week

Hours of Operation

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

Hours per week

37.5 hours per week

DEADLINE FOR

Friday, June 27, 2025 - 4:00 p.m.

APPLICATION:

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:

<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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RONWATIIO'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Environmental Education Liaison
Division:	Operations and Community Planning, Kahnawà:ke Environment Protection Office
Reports To:	General Manager of Environment Protection
Date of Job Description	January 2025
Purpose	
<p>The Environmental Education Liaison is responsible for promoting environmental education and awareness in Kahnawà:ke. Activities will include development and delivery of environmental education programming; liaising with schools, youth groups, community organizations, and the public; and development of communication materials for regular presence in local and social media.</p>	
Roles & Responsibilities	
<p>To develop and deliver environmental education programming.</p> <ul style="list-style-type: none"> • Develops, implements, and evaluates environmental education programs and activities. • Develops outdoor activities that provide in-field learning opportunities and/or achieve environmental benefits. • Participates in “greening” initiatives for community organizations (including MCK), schools, and other groups. • Carries out educational sessions at schools, community groups, community organizations, and the community at large. Example topics include wildlife in the community, invasive species control, strategies for improving wildlife habitat in individuals’ yards, climate change, and the importance of wetlands. 	
<p>To act as a liaison with the community for environmental education.</p> <ul style="list-style-type: none"> • Approaches schools, community groups, youth groups, community organizations, and the community at large to seek opportunities and needs for providing environmental education. • Responds to community requests to present specific environmental topics. • Recruits community volunteers for Unit activities and develops a digital database of volunteers, including contact information and outreach efforts. 	
<p>To develop communication materials for regular presence in Kahnawà:ke media.</p> <ul style="list-style-type: none"> • Contributes to the development and implementation of a yearly Communication Plan for the Unit. • Develops communication materials to inform the community about KEPO projects, programs, and initiatives. • Develops communication materials about environmental issues to encourage positive changes in lifestyle. • Develops regular website updates regarding Unit activities. 	



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- Works with the MCK Public Relations Unit to prepare materials for use in local media (examples include brochures, newsletters, press releases, KTV interviews, newspaper articles, posters, commercials for local cable TV, K103 advertisements, educational signage, etc.).
- Develops a digital database to track educational activities and all media releases or publications regarding Unit initiatives.

The statements herein reflect general details to describe the principal functions of 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 environmental science, Education, Communication, or a related field, plus one (1) year of relevant experience.
OR
- DEC in Science, Education, Communication, or a related field, plus three (3) years of relevant experience.
OR
- High School Diploma plus five (5) years of relevant experience.

Knowledge, Skills, Abilities

- Excellent communication skills, both oral and written.
- Organizational skills, creativity, and computer skills (MS Office).
- Demonstrated interest in public relations.
- Interest in the environment.
- Scientific background and traditional knowledge of the biodiversity and environmental issues of Kahnawà:ke and Tioweró:ton is an asset.
- Analytical 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.
- Ability to communicate in Kanien'kéha and French is an asset.
- Driver's license and own vehicle is an asset

Working Environment

- Five-day work week (8:30am – 4:00pm).
- Occasional overtime may be required.
- Moderate productivity pressure.



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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 innovative 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: _____