



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:**

**Junior Program Manager, Housing Unit**

**DURATION:**

Twelve (12) Month Fixed-Term, Full-Time (Start date ASAP)  
Six (6) Month Probation Period

**DESCRIPTION:**

See Attached Job Description

**SALARY:**

\$58,227.00 to \$65,773.50 per year.

Hours of Operation

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

Hours per week

37.5 hours per week

**DEADLINE FOR  
APPLICATION:**

**Friday, July 11, 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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| Core Job Information   |                         |
|--|-------------------------|
| <b>Job Title:</b>  | Junior Program Manager  |
| <b>Division:</b>   | Housing Unit            |
| <b>Reports To:</b>   | Housing Program Manager |
| <b>Date of Job Description</b>   | January 2025            |
| Purpose  |                         |
| <p>The Junior Program Manager researches, analyses, proposes, and actively participates in the development or implementation of new housing programs and services that are aligned with the community's needs and the strategic direction of the Housing Unit.</p> <p>Responsible for the continuous improvement of the active programs as per direction and guidelines provided by his/her supervisors.</p> <p>Is accountable for administering the operational components of the Housing programs, including ongoing monitoring and reporting of program performance as well as collaboration with Federal Funding Agencies and prompt submission of applications and proposals.</p>   |                         |
| Roles & Responsibilities   |                         |
| <p><b>Assist and participate in the development, implementation, and monitoring of the Housing programs (rental and home ownership); ensuring that programs meet and support the community needs.</b></p> <ul style="list-style-type: none"> <li>• Assists in program research, design, implementation, monitoring, support, and enhancement.</li> <li>• Participates in research, development, and implementation of housing programs that meet the community's needs.</li> <li>• Assists in the coordination of private market engagement and advocacy.</li> <li>• Monitors and evaluates current Housing programs; continuous improvement of delivery of program/services in partnership with the Client Experience Manager.</li> <li>• Assesses and provides recommendations to the Program Manager on program improvements; presents recommendations to the Program Manager and the Client Experience Manager.</li> <li>• Escalates issues related to necessary resources (budgetary and personnel) required for program implementation.</li> <li>• Participates in the coordination of demographic studies and needs analysis.</li> <li>• Liaise with the Housing Management Team and Finance or other stakeholders as needed to research program offerings.</li> <li>• In collaboration with Credit Management and Client Experience Manager, participates in the development and implementation of the financial literacy education programs and workshops for clients and potential clients.</li> <li>• Collaborates with Housing Managers to develop processes and facilitate new programs and workshops.</li> <li>• Proposes possible funding and grant opportunities and may act as a liaison with funding agencies and government agencies to secure funding as needed for programs, in close collaboration with the Housing Programs and Projects Management Coordinator.</li> </ul> |                         |



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### **Manages the administrative and operational components of the Rental Housing program to ensure adherence to standards.**

- Collaborates with internal MCK units to develop the necessary support for Housing programs – i.e., Finance, Lands, Capital, Public Relations, Legal, and IT.
- May participate in outside partner engagement and relationship management (CMHC, Banking) under the supervision of the Program Manager and the Programs & Projects Management Coordinator.
- Participates, contributes, and assists in the Budgeting process.
- Liaise with external parties – information gathering and to secure funding (CHMC, Non-profits, other indigenous communities).
- Provide insight and recommendations for determining program rates.

*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 business administration, Social Work, plus two (2) years of relevant work experience.
- OR
- DEC in Business Administration, or Social Services, plus three (3) years of relevant work experience.
- AND
- Previous experience establishing programs within the residential housing section is preferred.

### **Knowledge, Skills, Abilities**

- Strong residential housing program development experience is a great asset.
- Knowledge of Kahnawà:ke's Housing Program policies and procedures preferred.
- Strong oral and written communication skills.
- Awareness of community needs and issues impacting the community.
- Strong and well-established connection with the community.
- Understanding of financial and banking terms and applications is important.
- Project and budgetary management skills are essential.
- Proficient knowledge of the Microsoft Suite and the ability and willingness to learn new tools and systems is necessary.
- Sound knowledge and understanding of the Mohawk Council of Kahnawà:ke (MCK) dept./unit programs, policies (Land Allotment, Water and Sewer; Land Management,



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MCK Admin. Manual-Personnel Policy, Mohawk Self Assurance Policy, and Membership Law) is an asset.

- A valid Quebec Driver's license is an asset.
- 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 the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language is required.

### Working Environment

- Five (5) day work week, in an office environment or a remote office.
- Occasional overtime to meet the needs of the department.
- Considerable stress and exposure to emotional, personal, and sensitive situations (social & family issues) requiring tact, discretion, and confidentiality.
- Occasional travel.

### 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: \_\_\_\_\_