



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:** Kanien'kéha Program Assistant, Language and Culture Training Program

**DURATION:** Indeterminate, Full-Time  
Six (6) Month Probation Period

**DESCRIPTION:** See Attached Job Description

**SALARY:** \$45,162.00 to \$51,012.00 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:** Monday, July 7, 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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RONWATIIO'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
<b>Job Title:</b>	Kanien'kéha Program Assistant
<b>Division:</b>	Language and Culture Training Program
<b>Reports To:</b>	General Manager, Language and Culture Training Program
<b>Date of Job Description</b>	June 2025
<b>Purpose:</b>  Administers office operations and supports staff administratively in the daily operations of the language and culture program.	
Roles & Responsibilities	
<b>To support the General Manager of Language and Culture in planning, coordinating, and evaluating the Five-Year Language and Culture Program as it relates to the Five-Year Strategic Plan.</b> <ul style="list-style-type: none"> <li>Assists with developing procedures and driving continuous improvement throughout all program operations by focusing on program goals, objectives, and team building.</li> <li>Fosters a work environment that maximizes employee involvement, morale, organizational culture, and engagement.</li> <li>Assists in developing and implementing the daily operating plan of the language and culture classes, activities, and events.</li> <li>Responsible in the absence of the General Manager for meetings, presentations, and addressing client concerns, ensuring the continuance of operations, and special projects.</li> <li>Maintains and updates program files, student information, timelines, archives, and reports.</li> <li>Maintains and updates Language and Culture Program procedures, processes, and standards.</li> <li>Provides input and support on the annual registration process, ensuring smooth flow of events.</li> <li>Advocates for the program, ensuring communication plans are updated and followed.</li> <li>Assists with special projects, work assignments, and tasks as directed by the General Manager of Language and Culture.</li> </ul>	
<b>To provide administrative assistance and support to the General Manager and the Language and Culture staff in all aspects of the program.</b> <ul style="list-style-type: none"> <li>Greets clients entering the office.</li> <li>Answers and screens incoming phone calls.</li> <li>Orders office supplies, obtains purchase orders, and maintains inventory.</li> </ul>	



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- Processes invoices for the General Manager's approval.
- Creates, schedules, and maintains calendars, class schedules, meetings, and events, ensuring continuous communication and follow-ups on behalf of the language and culture program.
- Ensures timely response and follow-ups to inquiries, emails, and correspondence.
- Maintains a master database base, ensuring an efficient filing system for program files, timelines, and resources.
- Assists with preparing documents, curriculum materials, reports, and other articles pertaining to programs, classes, and workshops.
- Works with program staff, assisting in achieving project and work objectives.

**To plan, develop, and assist with networking opportunities, including learning, promotion, and visibility within the language and culture program, organization, and community settings.**

- Identifies and coordinates various employee language and culture engagement opportunities in collaboration with program staff within the organizational setting.
- Seeks learning and sharing opportunities through community avenues pertaining to language and culture.
- Ensures written and spoken communication for the program through processes and procedures.
- Participates and assists in organization and community revitalization efforts, as approved by the General Manager of Language and Culture.
- Organizes the continuance of the Tewahará:tat Tsi Niionkwarihò:ten Language and Culture Network through the engagement of community stakeholders, ensuring minute taking and follow-ups.
- Provides updates, plans, and schedules to the General Manager, ensuring constant flow of information, communication, and approval of special projects.
- Assists in other work areas, objectives, and special projects as directed by the General Manager of the Language and Culture Program.

***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.***

### Education & Experience

- DEP in Secretarial Studies, plus one (1) year of relevant experience, with Kanien'kéha language Intermediate-Low Level fluency.

OR

- High School Diploma, plus three (3) years of relevant experience, with Kanien'kéha language Intermediate-Low Level fluency.



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OR

- Kanien'kéha Ratiwennahní:rats Immersion Program graduate with computer literacy and knowledge of Microsoft Office programs.

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

- Knowledge of Microsoft 365 applications such as Outlook, Teams, Word, Excel, OneDrive, and SharePoint.
- Strong oral, written, communication, and interpersonal skills.
- Good observation skills and problem-solving abilities.
- Excellent organizational skills and attention to detail.
- Minute-taking skills.
- Ability to multitask and meet deadlines.
- Ability to adapt to changing scenarios.
- Ability to work independently as well as in a team setting.
- Ability to make decisions and act upon work scenarios.
- Is innovative and takes initiative to accomplish work areas.
- Sound time management and planning skills.
- Understands the importance of and supports language and culture revitalization.
- Ability to communicate in the Kanien'kéha language at an Intermediate low level is required.
- A valid Quebec Driver's License is a requirement.
- The willingness to learn the Kanien'kehá:ka Cultural teachings is required
- 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.

### **Working Environment**

- Five-day work week in an office environment.
- Occasional physical and outdoor activity.
- Occasional overtime may be required to meet the needs of the Program.
- Occasional travel.
- Possible exposure to confidential, culturally sensitive information and situations.

### **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**



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Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_