



**JOB POSTING
MANAGER
FULL-TIME INDEFINITE
AKWESASNE RIGHTS & RESEARCH OFFICE
DEPARTMENT OF EXECUTIVE SERVICES**

**SALARY LEVEL: PAY BAND 9 \$82,481.00 - \$122,092.03 ANNUALLY
DEADLINE TO APPLY: October 22, 2024, BY 4:00 PM**

SUMMARY OF RESPONSIBILITIES:

Under the supervision and direction of the Associate Director, and following the mandate of the Grand Chief, Portfolio Chiefs, and Council, the incumbent is responsible for directing, leading, coordinating, facilitating, implementing, and supporting the initiatives of the MCA Akwesasne Rights & Research Office (ARRO).

QUALIFICATIONS:

- University (Bachelors) degree in Anthropology, History, Governance, Political Science, Public Administration, Native Studies, Business Administration or related discipline **with**;
- Five (5) years of relevant experience, in negotiating claims,
- **And** a minimum of 4 years managerial experience
- Must pass criminal records check

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0