



JOB POSTING
GOVERNMENT SUPPORT MANAGER
FULL-TIME INDEFINITE HIRE (underfill will be considered)
MOHAWK GOVERNMENT
DEPARTMENT OF EXECUTIVE SERVICES

SALARY LEVEL: PAY BAND 9 \$82,481.00 - \$122,092.03 ANNUALLY
DEADLINE TO APPLY: FEBRUARY 24, 2025, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the direction/mandate of the Grand Chief and Council and the supervision of the Executive Director, the Mohawk Government Operations Manager is responsible for the coordination and control of the Government Support offices by providing a wide variety of administrative, operational, secretarial and support functions. Serves as a point of contact for information to and from the Mohawk Government office, including preparation of reports and written correspondence. The incumbent of this position has communication with a wide range of internal and external contacts, and maybe responsible for organizing meetings, conferences, and other activities. The incumbent will provide administrative supervision of Mohawk Government Support staff which includes all Executive Assistants, Administrative Assistant, Office Clerks, Receptionist and Liaison Officer to maintain the highest level of communication amongst staff and Council.

QUALIFICATIONS:

- B.A. in Governance, Public Administration, Business Administration, Public Management, Human Resources Management, Information Management, or related discipline
- **AND** A minimum of 5 years managerial and supervisory experience of a staff of 10 people or more in one of the above relate disciplines.

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

1. Cover letter,
2. Resume,
3. Copies of all relevant certificates/diplomas,
4. Copy of certificate of Indian Status or Secure Certificate of Indian Status (if applicable)
5. Three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment
6. Applicants must be able to travel to all northern portions of Akwesasne, including through the Unites States as necessary.

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