



**JOB POSTING
PROGRAM SUPPORT OFFICER
FULL TIME INDEFINITE
MENTAL HEALTH & WELLNESS
DEPARTMENT OF HEALTH**

**SALARY LEVEL: PAY BAND 5 \$60,626.00 - \$89741.29 ANNUALLY
DEADLINE TO APPLY: July 26, 2024, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the direction and supervision of the Associate Director of Mental Health & Wellness Services Sector 3, the incumbent is responsible for providing administrative support for the Mental Health & Wellness Services Sector 3. The incumbent provides assistance with projects and programs pertaining to administrative, organizational, operational and budget allotments for the mental Health & Wellness Services Sector 3.

QUALIFICATIONS:

- Two Year Post-secondary diploma in Business Administration, Public Administration or related.
- 1-year administrative experience working in an office setting.

OR

- 1 Year Certificate in Office Administration or related
- 3+ years experience in an office setting

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

1. A cover letter,
2. Resume,
3. Copies of all relevant certificates/diplomas
4. Copy of status card (if applicable) and
5. Three references submitted on a 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 the 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 those candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

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

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M1A0

Drop Off: 10 Akwesasne Street, Administration Building #3, Akwesasne, Quebec H0M1A0