



**JOB POSTING  
EMPLOYEE ADVOCATE  
FULL TIME TERM POSITION (APRIL 30, 2018)  
w/ POSSIBILITY OF PERMENENCY  
EXECUTIVE SERVICES**

**PAY LEVEL: SP6- \$50,707.20 - \$52,735**

**SUMMARY OF RESPONSIBILITIES:**

Under the supervision of the Assistant Executive Director, the incumbent is responsible for ensuring employee satisfaction and advocacy services in the workplace.

**QUALIFICATIONS:**

- University or College diploma, preferably in the Human Resource field or related field;
- Minimum four (4) years' work experience related to the position.
- Knowledge of MCA and policies and procedures
- Excellent analytical and problem solving skills

All interested applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with three references submitted on a consent to release reference check form (Contact Human Resources) along with a copy of a valid driver's license **no later than 4:00 p.m., Thursday, November 9, 2017 to:**

**Shayleen Thompson, HR Staffing Officer  
Administration Building #1  
Akwesasne, Quebec  
H0M 1A0  
Phone: (613) 575-2250, ext. 2150  
E-mail: [shayleen.thompson@akwesasne.ca](mailto:shayleen.thompson@akwesasne.ca)**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- As a requirement of employment all applicants must have a Canadian Social Insurance Number.
- A criminal records check is mandatory.
- An eligibility list will be created for one (1) year.