



**JOB POSTING
JUSTICE COORDINATOR
FULL-TIME TERM POSITION (MAY 2019)
AKWESASNE JUSTICE DEPARTMENT**

Salary: SP 08 - \$45,794.86 – \$47,626.65

POSITION SUMMARY:

Under the supervision of the Director, the incumbent is responsible for providing support services and assistance in the implementation and continued development of the Akwesasne Justice Department.

QUALIFICATIONS:

- A four year degree in a field of communications, political sciences, criminal justice, or law, with at least two years of work experience related to office management; law and security; political science; justice administration; and/or First Nation issues; **OR**
- At least two years of College and/or University courses with at least five years of relevant experience working in a First Nations organization and with experience in First Nation legislative drafting;
- A **Criminal Records Check (CRC)** is **MANDATORY** at time of application.

All interested applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with three (3) 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, March 23, 2017 to;**

Steve Lazore, HR Staffing Officer
Administration Building # 1
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2150
E-mail: steve.lazore@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.
- **Only those selected for further screening or an interview will be contacted.**