



**JOB POSTING**  
**ASSOCIATE DIRECTOR**  
**(1) FULL TIME INDEFINITE**  
**HUMAN RESOURCES**  
**DEPARTMENT OF FINANCE AND ADMINISTRATION**

**SALARY LEVEL: PAY BAND 13 \$110,593.60 - \$170,259.42 ANNUALLY**

**DEADLINE TO APPLY: JUNE 9, 2025 BY 4:00PM**

**SUMMARY OF RESPONSIBILITIES:**

Under the supervision of the Director, the Human Resources Associate Director:

- Develops and Implements Human Resource strategies- Aligns Human Resource strategies with the strategic direction of the organization.
- Oversee Recruitment and Onboarding: Ensure the organization attracts, hires, and retains the best employees
- Manage Performance Appraisal System: Drive high performance through effective performance management
- Design training and Development Programs: Implement comprehensive training programs to enhance employee skills and career growth
- Ensure Legal Compliance: Maintain compliance with labor laws and HR best practices.
- Support Organizational Design and Workforce Planning: Align staffing and workforce planning with organizational needs.
- Manage Compensation Programs: Ensure internal equity and market competitiveness in compensation
- Foster a positive work environment: Promote a healthy workplace culture and employee engagement.

**QUALIFICATIONS:**

- Master's degree in a field related to personnel management, such as business administration, industrial relations, commerce or psychology or completion of a professional development program in personnel administration with a minimum of three (3) years management experience in a related field is required. OR
- A bachelor's degree in a field related to personnel management, such as business administration, industrial relations, commerce or psychology or completion of a professional development program in personnel administration with five (5) years of experience as a personnel officer or human resource specialist
- Certified Human Resources Professional (CHRP) considered an asset
- Clear Criminal Record Check
- Valid Drivers License

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 United 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](mailto: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**