



**JOB POSTING
DIRECTOR
FULL TIME INDEFINITE HIRE
DEPARTMENT OF COMMUNITY & SOCIAL SERVICES**

SALARY LEVEL: PAY BAND 14/15 \$119,441.09 – 198,598.40 ANNUALLY

DEADLINE TO APPLY: MAY 28, 2025, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Executive Director, the incumbent is responsible for the planning, directing, coordinating and administration of all activities involving the operations of all Community and Social Services programs with the Mohawk Council. As a member of the senior management team, the Director participates in strategic planning and budgeting initiatives and works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

QUALIFICATIONS:

- Master's degree in Social Work or related field, preferably in management; with 3 years' management related experience;

Or

- Bachelor's Degree in Social Work, or related field, preferable in management with 5 years of management related experience

AND

- Experience in the field Social Services programs; administration, staff, program delivery, financial and human resource allocations;
- Liaison with government officials;
- Participating in social committees affecting First Nations Governments;
- Possess a valid driver's 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

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0