



**JOB POSTING
LEASING OFFICER
(1)FULL TIME INDEFINITE
OFFICE OF VITAL STATISTICS
DEPARTMENT OF EXECUTIVE SERVICES**

**SALARY LEVEL: PAY BAND 5 \$59,751.59 - \$91,977.60 ANNUALLY
DEADLINE TO APPLY: JULY 8, 2025 BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the general direction of the Program Manager, the incumbent maintains the integrity of Leases/Permits under the jurisdiction of the Mohawk Council of Akwesasne in accordance with both Indigenous Services Canada (ISC) and MCA Leasing Policy and Procedures.

QUALIFICATIONS:

- Two year Post Secondary Diploma in Business or a related field AND two years' experience in a related field; OR
- One year Office Administration Certificate, or related field AND three years' experience in a related field.

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