



**JOB POSTING  
SPECIAL PROJECTS OFFICER  
FULL-TIME INDEFINITE HIRE  
NATION BUILDING  
DEPARTMENT OF EXECUTIVE SERVICES**

**SALARY LEVEL: SP05 ST 3 \$61,848.66**

**DEADLINE TO APPLY: FEBRUARY 5, 2024, BY 4:00PM**

**SUMMARY OF RESPONSIBILITIES:**

Under the direction and supervision of the Project Manager, the Special Projects Officer is responsible to manage assigned projects, provide expert advice, support, and assistance to the Project Manager, participate in working groups, and carrying out recurring tasks and responsibilities. In addition, the incumbent will require the ability to anticipate needs, think critically, multi-task several items, administer time sensitive documents with a high level of professionalism and confidentiality.

**QUALIFICATIONS:**

- Bachelor's Degree in Public Administration, Legal Assistant, or related field of study, and two (2) years experience in a related field. **OR**
- Post-Secondary diploma in Public Administration, Legal Assistant, or related field of study and four (4) years experience in related field.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

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