



**JOB POSTING
OFFICE SUPERVISOR
FULL TIME INDEFINITE HIRE
AKWESASNE FAMILY WELLNESS PROGRAM
DEPARTMENT OF COMMUNITY & SOCIAL SERVICES**

SALARY LEVEL: DS09 ST3 \$51,649.01

DEADLINE TO APPLY: JANUARY 24, 2023 BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the direction and supervision of the Program Manager, the incumbent is responsible for assisting and collaborating with the PM and Program and Outreach Supervisors with the execution and monitoring of the program administrative services. The incumbent researches and analyses special projects and assists in their implementation under the direction of/in collaboration with the Program Manager. In addition, the incumbent is responsible for coordinating and assisting in the supervision of two personnel (administrative assistant and housekeeper).

QUALIFICATIONS:

- Four (4) year Bachelors Degree in a business related field and;
- (2) Two- years' experience working in a crisis environment / exposure to difficult situations that may be emotionally charged;
- OR**
- (3) three-year Business Administration Diploma and;
- Three (3) years' experience working in a crisis environment / exposure to difficult situations that may be emotionally charged.

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

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

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