



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

PAY LEVEL: SALARY NEGOTIABLE

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 of Akwesasne. 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, preferably in management; with 5 years' of management related experience;
- **AND**
- Experience in the field of Social Service 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 a cover letter, resume, and copies of all relevant certificates/diplomas along with three references submitted on a Consent to Release Reference Check form (Contact Human Resources) **no later than 5:00 p.m., Thursday, March 19, 2020 to:**

**Shayleen Thompson, HR Staffing Officer
Administration Building #1
Akwesasne, Quebec
H0M 1A0
Phone: (613) 575-2250, ext. 2147
E-mail: shayleen.thompson@akwesasne.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- A satisfactory criminal record check is mandatory prior to the 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.