



# AHKWESÀHSNE MOHAWK BOARD OF EDUCATION

*le thi ha hon:nien - We make the road for them*

## OPEN RECRUITMENT

### HR GENERALIST

THREE YEAR TERM W/ POSSIBILITY OF INDEFINITE

**Salary:** Pay Band 8 \$78,291.20 - \$115,876.80

*The Ahkwasasne Mohawk Board of Education (AMBE) was created in 1985 by the Mohawk Council of Akwesasne (MCA). AMBE is responsible for providing educational and Child Care services to the Akwesasne Mohawk Community, including; 3 Child Care Centers and 3 Schools that offer K4 to Grade 8 education; coordination of secondary education service in partnership with local school boards; adult education services; and post-secondary assistance. The Akwesasne Mohawk Community includes about 13,000 Peoples, and borders on the Canadian Provinces of Ontario and Quebec and the American State of New York.*

#### Position Summary:

The Human Resources Generalist, reports to the Director of Education and provides comprehensive HR support to all AMBE staff. The role is vital in ensuring the smooth operation of all HR and benefits administration processes. The incumbent serves as the primary point of contact for employees, providing clear and accurate information on policies, procedures and general HR inquiries. The incumbent will be responsible for providing guidance and support on all HR-related matters, ensuring a positive and productive working environment that aligns with our organizational goals and values.

#### Qualifications:

- Bachelor's Degree in Human Resource Management or related field with two years of experience in the HR field
- OR**
- Post-Secondary Diploma in Human Resources or a related field with five years of experience in the HR field

#### Key Competencies:

The successful candidate will demonstrate the AMBE key values of: ***integrity, equity and accountability*** with a focus on:

- **Teamwork:** Working collaboratively and productively with others to achieve results
- **Service Oriented:** Meeting or exceeding student and school needs
- **Results Orientation:** Knowing what results are important, focusing resources to achieve them
- **Planning:** Setting clear outcomes and indicators of success
- **Cultural Awareness:** Understanding of, and sensitivity to, the distinct Akwesasne Mohawk community, culture and language

All interested individuals must submit a letter of interest, resume and copies of certificates/diplomas to:

Lynn Roundpoint, HR Generalist  
Ahkwasasne Mohawk Board of Education  
169 International Rd Akwesasne, ON K6H 0G5 or  
email : [lynn.roundpoint@ambe.ca](mailto:lynn.roundpoint@ambe.ca)

Applicants must clearly outline that they meet the qualification requirements on their resume

- A criminal records check is MANDATORY
- Native Preference in hiring
- Applicants MUST have a Canadian Social Insurance Number
- **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED**

**All AMBE employees are required to be eligible to work in Canada,  
and have a valid passport to facilitate daily border crossing.**