



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: Community Coordinator - (DMAF)

Posting Type: Internal/External

Program: Infrastructure

Location: Tyendinaga Mohawk Territory, ON

Position Type: Full Time

Duration: Term Position (12 months with possibility of extension)

Posting Closes/Deadline: July 10, 2022, at 11:59 p.m.

Tentative Interview Dates: TBD

Salary Range: Annually - \$49,982.40-\$53,788.80

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The DMAF – Community Coordinator is responsible for the coordination and confirmation of all field investigations and communications to appropriate parties in support of the DMAF Water Distribution Project.

Reporting:

This position will report to the Director of Community Infrastructure. This position has no direct reports.

Summary of Main Responsibilities:

- ☞ Liaising with the design engineer and Community Infrastructure Department
- ☞ Following up on public enquiries and complaints during the construction phase of the DMAF Water Distribution Project
- ☞ Assisting with field surveys as required during the environmental site assessment phase for the project
- ☞ Working with homeowners on well locations, determining the appropriate water servicing option, well decommissioning and line installation
- ☞ Providing site sketches to each home to show locations of wells, cisterns and where piping to home
- ☞ Obtaining homeowner agreement with proposed service line location and obtain sign off
- ☞ Attending all Project Team Detailed Design and site meetings
- ☞ Assisting in the preparation and coordination of communication to the community regarding the project
- ☞ Assisting in the coordination and attending planned virtual or in-person community events/info sessions
- ☞ Preparing correspondence as required
- ☞ Adhering to all MBQ policies, including Health and Safety polices and Canada Labour Code Part II
- ☞ Other duties as assigned

Requirements:

- ☞ Post-Secondary Diploma in Civil Engineering, Surveying or another related field is an asset;
- ☞ Minimum two years' experience in coordinating a project, communication, or other relevant experience; or
- ☞ A combination of Education, Experience and Training may be considered
- ☞ Project Management Certification would be considered an asset
- ☞ Must provide a clear Vulnerable Sector Check (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)
- ☞ Valid Driver's License and vehicle

Knowledge, Skills, and Abilities:

- ☞ Knowledge of watermain installation and construction methodology
- ☞ Knowledge of construction safety and Canada Labour Code Part II Health and Safety
- ☞ Experience with Autocad, GIS software and other relevant computer software
- ☞ Exceptional verbal and written communication skills
- ☞ Ability to work as an individual and as part of a team
- ☞ Well developed interpersonal, public relations, public speaking and relationship building skills
- ☞ Excellent organizational, time and file management skills
- ☞ Proficient in writing reports

Behavioural Competencies:

- ☞ Must be empathetic and non-judgemental
- ☞ Possess cultural awareness and sensitivity
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful and trustworthy
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte By Fax: 613-396-3627
24 Meadow Drive
Deseronto, ON K0K 1X0 By Email: careers@mbq-tmt.org
ATTN: Careers

For more information or a detailed job description, please contact Renee Brant at (telephone) 613-396-3424, or (email) careers@mbq-tmt.org

To find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

- ☞ *Internal Postings are for members of MBQ or active employees only*
- ☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ☞ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- ☞ *Late applications will not be considered*
- ☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- ☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*