

EMPLOYMENT

**Akwesasne Home for the Aged ADMINISTRATOR**

Acts within direct supervision of the Board of Directors of the Akwesasne Home for the Aged.

**Requirements:**

1. Must have high school certificate or better.
2. Applicant should possess high level of initiative, adaptability to communicate with native people, government officials, media and community organizations.
3. Applicant should have proposal writing skills.
4. Applicant should have strong financial background.
5. Must be able to speak Mohawk.

**Duties:**

1. Report to the Board of Directors on all activities involving the Akwesasne Home for the Aged.
2. Direct all supervisors and staff in respect to their job descriptions and to maintain the standards of the Home. Implement programs and oversee daily activities.
3. Oversee all fiscal activities of the Home and shall prepare periodic financial reports for the Board of Directors.
4. Write proposals to various funding sources for the improvement of the Home.
5. Required to sit in on all Board meetings and make recommendations to the Board for the improvement of the Home.

This is a salaried position negotiable depending upon experience.

Send letter of application and resume to:

Akwesasne Home for the Aged,  
P.O. Box 40, St Regis, Que.,  
H0M 1A0  
(613) 575-2377.

Deadline: **Monday, July 9, 1990.**



CONSEIL SCOLAIRE PUBLIC DE  
Stormont, Dundas & Glengary  
PUBLIC SCHOOL BOARD

REQUIRES TEACHERS

at

GENERAL VANIER SECONDARY SCHOOL

- 1) Native Guidance and Career Counsellor

**Requirements:**

- An Ontario Secondary Teacher's Certificate with Guidance qualifications or equivalent
- Preferably a native of Indian ancestry and preferably Mohawk

**Duties:**

- Counselling
- Help with career opportunities
- Organize special activities for Mohawk students
- Acting as a liaison person with the Director

- 2) To teach two (2) periods of Native Studies (.67 of Semester)

For the period September 4, 1990 to February 1, 1991

Telephone applications followed by submission of written material for the above two positions will be received until June 28, 1990 by:

S. Lopez, Principal  
1500 Cumberland Street  
Cornwall, Ontario  
K6J 4K9  
(613) 933-5500

"EMPLOYEUR ASSURANT L'ÉGALITÉ D'ACCÈS À L'EMPLOI" / "AN EQUAL OPPORTUNITY EMPLOYER"



Chairman of the Board  
**ROY HASTINGS**  
Président du conseil

Director of Education  
**JAMES W. DILAMARTER**  
Le directeur de l'éducation

**Job Opportunity**

Position: Cultural Instructor

**Requirements:**

- Have a valid New York State driver's license for transporting residents to and from cultural field trips around our community and near vicinities.
- Have knowledge of Native American Culture, especially the Mohawk Traditional teachings and be able to read, write and speak the Mohawk language
- Must be able to work flexible hours, from Noon to 10:00 p.m. and requires 7 hours maximum of Cultural Education per week
- Must not abuse alcohol or any other drug for a non-recovering person. A recovering person must have 2 years of sobriety in a self help program.

Supervisor: Program Coordinator (Partridge House) and/or Clinical Director of the Alcoholism/Chemical Dependency Program

Goal: To teach Mohawk language and culture to Residents.

Duties: Plan field trips to local Cultural Centers Direct or supervise residents during arts and crafts Consult with counselors on progress and behavior of residents during classes

Deadline: July 6, 1990

Salary: \$10/hour

Submit letters of application and resume to:

Michael Cook, Director  
St. Regis Mohawk Health Services  
Community Building  
Hogansburg, New York  
13655

**Akwesasne Freedom School announces the following positions:**

1. 4 Full time Teaching Positions.

Combined Pre-k and Kindergarten Teacher, combined grades 1 and 2 Teacher, combined grades 3 and 4 Teacher, combined grades 5 and 6 Teacher.

Accepting Resumes from June 5, 1990 until positions are filled.

Mail Resumes to:  
Akwesasne Freedom School  
P.O. Box 290  
Mohawk Nation  
via Roosevelt, N.Y. 13683

Or Mail to:  
P.O. Box 3218  
Cornwall, Ontario  
K6H 6N8

**Minimum Qualifications**

1. Must be fluent in Mohawk Language
  2. Knowledge of Traditional Mohawk culture an asset
  3. Must have Diploma or certification in teaching from U.S. or Canada
  4. Prior teaching experience an asset
  5. Have knowledge and awareness of the current teaching trends in the teaching of children.
  6. Recognize that learning is essentially an individual process and be capable of adjusting different teaching techniques to individual children
  7. Be able to establish a good rapport with children, parents, other teachers and administration
- Such alternatives to the above qualifications as the Parents Committee may find appropriate and acceptable.

**Major responsibilities**

1. Instruct students in Mohawk language all basic subject matter; including math, science, spelling and reading
  2. Instruct students in Traditional culture including: Thanksgiving Address and Ceremonial cycle
  3. Evaluate student progress and maintain records
  4. Be involved in the development of curriculum material and in reading, writing and language program
  5. Communicate with parents to discuss students progress
  6. Other duties as designated by the Director
- The Akwesasne Freedom School is a Mohawk Immersion School. The curriculum is twofold, one we stress our Traditional culture through the ceremonies, the study of the Great Law (grades 5 and 6) and base our science on the Thanksgiving Address. Two, the school teaches all subjects in Mohawk including Math, Reading, Science and Spelling. Teachers will have the full use of the outdoors for science projects, unlimited use of Community Resource People such as our Elders, Faithkeepers and Traditional Cheifs. We stress the whole child language learning with academics.

**CKON 97.3 General secretary**

- Responsible to the Station Manager.
- In charge of routing calls into station to proper departments.
- Keep tabs on workshops and classes that are being offered, which may enhance secretary's performance on the job.
- Answer phones, typing, arrange appointments and interviews, assist production manager when necessary
- Monitor public service announcements, trading post, job watch, etc. keep files for each of these.
- Mail, log mail, make sure it gets stamped and dated, receive mail and see that it goes to the right person.
- Keep reception area neat and presentable.

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**Job Posting**

Position: Resident Aide for Partridge House

**Qualifications:**

- Must be 21 years of age or older
- Have a valid New York State driver's license
- One year of sobriety (in a recovery program) for a recovering person
- Have a basic understanding of alcoholism/chemical dependency as a disease
- Have basic reading and writing skills
- Be able to work shift work and weekends
- Native American preference applies

Duties: To provide responsible supervision of resident activities.

Supervisor: Partridge House Coordinator, and/or Clinical Director

Deadline: July 6, 1990

Salary: \$6.25/hour

Send letter of application and resume to:

Michael Cook, Director  
St. Regis Mohawk Health Services  
Community Building  
Hogansburg, New York 13655

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Comptchee Pkwy.

**Job Announcement**

Position: Executive Director

**Organization:** The Seventh Generation Fund is a national Native American foundation which provides grants, training, and technical assistance to Native American rural and reservation communities in their efforts to protect the environment, natural resources, rights and land; promote small scale economic development and traditional way of life; and revitalize Native communities and families. The Seventh Generation Fund has a staff of 11 people with offices in Nevada, California and New York.

**Responsibilities:** The Executive Director is the chief operating officer of Seventh Generation Fund and is directly responsible to the Board of Directors which sets policy for the organization. The Executive Director is assisted by a management team which includes the Finance, Program, and Development Directors. The principal responsibility of the Executive Director, working with the Board of Directors, is to analyze major trends in Indian policy, pursuit of that vision. The Executive Director is charged with insuring the permanence of the Fund as an important resource of Native American people, overseeing the proper functioning of all program areas, and ensuring that Board direction and policy are implemented. Any of the tasks necessary for fulfillment of the responsibilities set forth below may be delegated to other appropriate staff members:

- A. Management and Administration**
- 1) Responsibility for oversight of the day to day operations of the entire organization including all offices and special programs.
  - 2) Responsibility for all personnel action including hiring and dismissal of all staff, evaluating staff performance and setting

individual salaries within guidelines established by the Board.

- 3) Responsibility for administering the budget and assets of the Fund.
- 4) Acting as a liaison with other Native and non Native organizations.
- 5) Representing the Seventh Generation Fund.
- 6) Responsibility for assuring that all activities of the Seventh Generation Fund meet the requirement of the Internal Revenue Service.

**B. Program**

1. Responsibility for providing grants, training, and technical assistance to Native community organizations. The primary agents whom this authority is exercised through are the program director and the designated field staff.
2. Responsibility for analyzing and articulating significant trends in the funding and Native American communities.
3. Responsibility for recommending program and policy directions to the Board of Directors.
4. Responsibility for the preparation of an annual program.
5. Responsibility for grant recommendations, financial oversight, and management of donor directed funds.

**C. Fundraising and Long-range Development**

1. Responsibility for general support fundraising for the Seventh Generation Fund, assisting staff to raise special program funds, in cooperation with field staff assisting projects and other community organizations raise funds, and overseeing non-grant resource development which includes direct mail, endowment and planned giving.
2. Responsibility for long-range planning including the annual preparation of a three-year development plan.
3. Responsibility for attracting new donors.
4. Responsibility for attracting supplementary funds for project of Seventh Generation Fund.
5. Encouraging the philanthropic

community to be responsive to the needs of Native American people.

6. Responsibility for public relations plans and implementation.

- Qualifications**
1. Ability to convey an understanding of the mission, role, and dynamics of the Seventh Generation Fund.
  2. Demonstrated ability in fund raising and maintaining good continuing relationships with full donors.
  3. Institutional management experience of non-profit organizations in which the capacity to manage a complex and growing institution has been clearly developed.
  4. A history of commitment to Native American revitalization and development.
  5. A demonstrated ability to direct and motivate a skilled and energetic staff.
  6. The ability to conceptualize and implement short and long term fundraising efforts.
  7. The strength to provide creative leadership and support to the Board and staff.
  8. High caliber written and oral communication skills.
  9. The ability to suggest strategic and program direction and the tactical skills to launch the implementation of new initiatives.
  10. Experience in developing, managing, and administering a budget.
  11. Minimal educational requirements of a bachelor's degree or six to eight years of experience related to the responsibilities of this position.
  12. Only a Native American will be considered.

Start Date: September 1, 1990

Salary and Benefits: \$40-55,000 with liberal fringe benefits.

Submit resumes to Jackie Castro, Administrative Director, Central Office, Seventh Generation Fund, Box 10, Forestville, California 95436. Phone: (707) 857-1559.

Deadline for Receipt of Resumes and (3) References: June 30, 1990.

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New 14 x 70

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