

# EMPLOYMENT

## Mohawk Council of Akwesasne Maintenance Worker (2 positions) Kanonhkwa'tsheri:io Health Facility

**Duties:** Under the direct supervision of the Administrative Special Assistant the Maintenance Worker will be responsible for the cleaning and maintenance of assigned facilities and spaces operated by the Social Development & Health Department. The Maintenance Worker will maintain all required health standards, comply with environmental, fire, and safety regulations, where applicable.

### QUALIFICATIONS:

**Knowledge Required:** The successful candidate will be required to have knowledge of procedures for handling hazardous materials, keeping inventory of supplies, ordering of cleaning supplies as required. Must also have knowledge of proper fire prevention procedures in an office building.

**Closing Date: April 7, 1995**

Applicant must submit a letter of application with an up to date resume to:

Laura Paulette, Human Resource Officer  
or drop off at:

Administration I Building,  
St. Regis Village, Quebec

EMPLOYEES FROM WITHIN THE MCA ORGANIZATION WILL BE CONSIDERED BEFORE CANDIDATES FROM OUTSIDE THE ORGANIZATION.

For copies of the job description and Statement of Qualifications please call (613) 575-2250, Ext. 126.

## Sales/Advertising Manager

**Responsible to:**  
Editor and Financial  
Comptroller

placement of ad.  
(6) Find new outlets for  
Indian Time distribution.

### Job Duties:

- (1) Contract with businesses, government departments, individuals, and other groups for advertising in Indian Time and Akwesasne Notes.
- (2) Establish a working relationship with clients to prepare and design advertising for their approval.
- (3) Keep a financial accounting of all ads paid and to be invoiced.
- (4) Maintain a weekly record for reference of all accounts established.
- (5) Work with layout artist and editor for

### Qualifications:

- Excellent communication skills: written and verbal.
- Enjoy meeting and talking with people.
- Knowledge of Quark Xpress and Adobe Illustrator software an asset.
- Experience in layout and design.
- Vehicle and valid driver's license required.
- Be willing to train in skill development areas as needed.
- Ability to speak Mohawk an asset.

### Deadline:

Until position is filled.

### Application Process:

Please submit resume with references to:  
Indian Time/Akwesasne Notes  
Jann Day, Co-Manager  
PO Box 196 Mohawk Nation via  
Roosevelt, NY 13683-0196  
Phone: (518) 358-9531 or (613) 575-2063

## St. Regis Mohawk Tribal Council Social Worker

Reports to:  
Human Services Director

This job is expected to last for five months. The candidate will become versed in the Indian Child Welfare Act of 1978, provide assistance to the Indian Child Welfare Social Worker in the following ways:

- plan and implement trainings for adolescents;
- follow-up on case decisions;
- assist in planning the ICWA Conference in August;
- take direction from the case worker.

This candidate will hold a bachelor's degree in education, psychology, or social work and will have some experience in case work.

This candidate will receive valuable experience in the social work field.

Please submit your resume at your earliest convenience, since the turn around is going to be short.

### Last date to submit:

April 7, at 4:00 p.m.

Expected start date is April 12th. Salary will reflect experience and education.

## St. Regis Mohawk Tribal Council Administrative Assistant

Reports to:  
Rita Swamp, Director  
Human Services

This position is expected to be temporary, it will provide much needed experience in this field.

This candidate will be able to perform duties that are of a general office assistant along with:

- fill-in for Director at meetings that involve input from Human Services;
- be able to work independently and step in when needed;
- handle telephone calls from outside agencies and set up appointments;
- be able to work with all programs within Human Services;
- be willing to take on added responsibilities at the direction of the Director.

This candidate will hold a bachelor's degree in a related field such as education, psychology, or social work. Salary will depend upon degree and experience. Please submit your resume at the earliest possible date. This position will be filled immediately.

**End date for submission:**  
April 7 at 4:00 p.m.  
Employment to start on  
April 12th.

## Mohawk Council of Akwesasne Maintenance Supervisor Full Time Akwesasne Arena

**Duties:** Under the direct supervision of the Arena Manager, the Maintenance Supervisor will be responsible for the maintenance & repairs of the Akwesasne Arena, the Maintenance Supervisor is also responsible for the day to day supervision of the part time staff; responsible for the operating & maintenance of the refrigeration & heating systems, administers daily checks, etc. Maintain a log of ice rentals and schedules floods & ice cleaning; performs other related duties.

### Qualifications:

**Education:** Successful completion of High School.

**Experience:** Experience with compressors & related equipment; Experience in purchasing of maintenance materials.

**Desirable:** Completion of basic refrigeration course.

**Deadline for applications:** April 18, 1995.

Applicant must submit a letter of application with an up to date resume to:

Laura Paulette,  
Human Resource Officer,

or drop off at:

Administration I  
Building,  
St. Regis Village, Quebec

Employees from within the MCA organization will be considered before candidates from outside the organization.

518 - 493-3033

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