

# Employment

## Mohawk Council of Akwesasne

Department of Social Development & Health

**TITLE:**

Maintenance/Security  
Six positions for a six-month term

**DUTIES:**

Reporting to the Director and Assistant of Economic Development the incumbent will be responsible for the daily operations of the Stanley Island Project. Perform general renovations and minor repairs to all buildings and mechanical/machinery. Report daily activities, special needs or security requirements and any vandalism to the Director. Ensuring all property is secured by making regular checks to all cabins and checking security alarms. Clean and maintain the property. Properly disposing of waste. Other intermittent duties as may be required or requested by the Director or Assistant.

**QUALIFICATIONS**

**EDUCATION:**  
Successful completion of Secondary School.

**EXPERIENCE:**

Minimum of two years experience in Basic Environmental/General Maintenance Servicing. First Aide Certificate required. Must be able to work shifts. Must be able to attend training as outlined.

Forward or drop off all applications before, **April 18, 1996**, to: Margaret Jacobs, Human Resource Assistant Administration 1 Building St. Regis, Quebec H0M 1A0



## Akwesasne Area Management Board Summer Student Coordinator

**DUTIES**

Reporting to the Manager of the Akwesasne Area Management Board, the incumbent will coordinate all activity for the Akwesasne Area Management Board summer program including:

- Marketing the summer program to Akwesasne
- Receive both Sponsor and student applications
- Set up interview committees for Sponsor selection.
- Assist students in obtaining emergency Social Insurance Number
- Liaise with the Canada Employment Center for Students.
- Assist the approved sponsors in the selection of students.
- Coordinate summer jobs for non-approved sponsors and non-approved students.
- Maintain all files.
- Assist in the evaluation of both sponsors and students at the end of the summer.

**QUALIFICATIONS**

— Must be in College/University

**ABILITIES**

- Good written communication
- Ability to speak before groups
- Work and identify with students
- Organize activities
- Able to work on a team

**DURATION**

April 29, 1996 to August 30, 1996

**SALARY**

\$380/week

Forward or drop off cover letter and resume before **April 12, 1996** to  
Summer Employment Coordinator  
c/o Gilbert Terrance, Manager  
Akwesasne Area Management Board  
PO Box 965, Cornwall, Ontario K6H 5V1



## St. Regis Mohawk Tribe

Environment Division

**Position:** Secretary

**Hours:** Full-time 40 hours per week

**Essential Duties and Responsibilities include the following:**

- Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.
- Files correspondences and other records.
- Greets visitors, ascertains nature of business, and conducts visitors to appropriate personnel.
- Answers telephone and gives information to callers or routes call to appropriate personnel.
- Typing of workplace for all environment grants.
- Mailing and coding purchase requisitions & forwarding to purchasing agent.
- Logging incoming mail.
- Preparing outgoing correspondence.
- Maintaining fax log.
- Routing incoming faxes to proper personnel.
- Mailing out grant applications

and workplace to necessary EPA officials.

- Other duties as assigned.

**QUALIFICATIONS:**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of experience. Experience with Word Perfect, Lotus, and DBase IV an asset, but not required. Must be a self motivated individual able to work unsupervised.

**DEADLINE FOR APPLICATIONS:** April 26, 1996

**SALARY:** Dependent upon education and experience

Send letter of application and resume to:

Ken Jock, Director, Environment Division, St. Regis Mohawk Tribe, RR 1, Box 8A, Hogansburg, NY 13655

The St. Regis Mohawk Tribe is an equal opportunity employer and does not discriminate based on age, sex, national origin, or handicapped status. The St. Regis Mohawk Tribe gives preference to Native Americans.

## GENERAL LOG HOMES & SOLAR ELECTRIC PRODUCTS

Needed: Experienced Carpenters

Employment applications are now being accepted for the 1996 building season. Please apply April 15-26, 9 am - 5 pm.

General Log Homes & Solar Electric Products. Sugarbush Island  
(613) 575-2277.



Rt. 37, Hogansburg, NY

358-2620

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