

Employment

Akwesasne Area Management Board

TERM POSITION

Secretary/Receptionist/Clerk

DUTIES: Under the overall supervision of the AKWESASNE AREA MANAGEMENT BOARD Manager, the Secretary/Receptionist/Clerk will assist the Manager and will perform the following duties in accordance with the specific and broad objectives of the AAMB.

DUTIES:

1. Greeting people coming into offices, direct them to the appropriate contacts or services and provide basic information.
2. Receiving and forwarding telephone or inquiries to appropriate person and provide general information to clients and the public.
3. Maintaining electronic and manual administrative filing systems.
4. Maintaining the efficient operation of the AAMB (incoming-outgoing mail/faxes, photocopying, arranging appointments, making travel arrangements for Board members, Manager or staff).
5. Coordinating meetings and/or committee meetings of the AAMB.
6. Providing clerical support by recording, typing and distributing minutes of meetings.
7. Providing assistance to the Manager with the promotion of the AAMB programs and services.
8. Assisting in the implementation of office policies of the Akwesasne Management Board.
9. Participating in training sessions as required by the AAMB.
10. Maintaining a current inventory of supplies.

QUALIFICATIONS:

1. Post Secondary education in Business Administration or equivalent to at least 2 years in the secretarial field.
2. Excellent communication and interpersonal skills.
3. Strong clerical and computer skills.
4. Knowledge of the Mohawk language would be an asset.

DEADLINE FOR APPLICATIONS IS NOON APRIL 28, 2000

Please contact the Akwesasne Area Management Board for complete Job Description. Resumes accompanied with covering letter are to be submitted directly to the Akwesasne Area Management Board Office to the attention of:

Millie David, Manager
3rd Street North, [next to G&L Bus Garage]
St. Regis, Quebec 575-2626

VACANCY ANNOUNCEMENT

Salmon River Central School District (EO/AAE), located in the northern Adirondack region of Franklin County, is currently accepting applications for the following positions:

- Bus Drivers
- Substitute Bus Drivers

Salmon River Central is a unique multi-cultural school community and encourages applications from qualified Native Americans. Queries and letters of application should be directed to:

Gerald Rufa, Business Manager
Salmon River Central School Fort Covington, NY 12937
Phone 518-358-2215

VACANCY ANNOUNCEMENT

Salmon River Central School District (EO/AAE), is currently accepting applications through 5/5/2000 for the following position to begin on 5/9/00:

- Teacher's Aide - Library

Salmon River Central is a unique multi-cultural school community and encourages applications from qualified Native Americans. Please forward letter of interest, resume, and qualifications along with 3 references to:

Gerald Rufa, Business Manager
Salmon River Central School Fort Covington, NY 12937
Phone 518-358-2215

Interested in teaching in an informal setting
or enhancing your existing skills?
Interested in enriching our community through nurturing
the children of the next generation?
Then perhaps the
Private Home Day Care Program
is for you!



The Private Home Day Care Program is looking for individuals in the districts of St. Regis, Snye, and Cornwall Island who are interested in providing quality child care within the comfort of your own homes.

We are looking for someone who is:
Loving, caring, nurturing, creative, patient, fun, understanding
Do you love reading, singing, dancing, etc.?
Then perhaps your home is a place children will love going to!

Varied hours of care:
Full-time
Half days
After school

For more information about the Private Home Day Care Program contact the Akwesasne Child Care Program today at 936-1612 or 938-5067.

Mohawk Council of Akwesasne

EXTERNAL JOB POSTING

Administrative Assistants

1 Term Position, with the Possibility of Permanency
Mohawk Government

Salary CL03 \$23,920.00 - \$29,900.00

SUMMARY OF RESPONSIBILITIES: Under the direct supervision of the Executive Assistant, the Administration Assistant will assist in performing the day to day activities of the Mohawk Government office which will include the scheduling of appointments, preparation of correspondence, reports and inter-office memo's, preparing travel arrangements, recording, transcribing and dissemination of Council meetings minutes, and assist community members upon request. This position requires the ability to travel, work independently, exercising confidentiality, judgment and initiative.

QUALIFICATIONS: 2 year degree in Secretarial Skills with two (2) years experience performing responsible general administrative work OR successful completion of Secondary School with 5 years experience performing responsible general administrative work. Must have excellent Organizational, and Writing Skills experience. Proficient shorthand is a requirement. Must have a valid motor vehicle operator's license and are willing to use personal vehicle in the course of employment.

Candidates can submit his/her resume and photocopy of any certificates, before 2:00 p.m. April 25, 2000, to:

Margaret Jacobs, Human Resource Assistant
Admin. I Building St. Regis, Quebec HOM 1A0
(613) 575-2250 ext. 128

Email: majacobs@mail2.glen-net.ca

Applicants must clearly outline that they meet the Qualifications on their resumes.

Mohawk Council of Akwesasne

EXTERNAL JOB POSTING

Permanent Position, dependent upon continuation of funding

Assistant Emergency Coordinator/Training Officer

Salary \$23,920.00 - \$29,900.00 (CL03)

SUMMARY OF RESPONSIBILITIES: The Assistant Emergency Coordinator/Trainer Officer will work directly under the supervision of the Coordinator, Emergency Measures Planning Office. The primary responsibility will be the supervision of the Emergency Measures Planning Office in the absence of the MCA Emergency Coordinator. The secondary responsibility is to assume the role as the MCA Emergency Measures Training Officer. The Training Officer will develop and provide all emergency training needs to the Community of Akwesasne and possibly extend related training programs outside of the jurisdictional boundaries of MCA on as as needed basis.

QUALIFICATIONS: Completion of Post Secondary School in Emergency Management is preferred. However, completion of Secondary School or equivalent or related field with a minimum of 5 years of professional experience in emergency preparedness planning or coordinating; or an equivalent combination of experience and training is acceptable. Must have experience in public speaking, facilitating and media relations. Knowledge of Administrative duties, governmental and/or private-sector regulations as they pertain to emergency preparedness, safety or applicable specialty area. Must be proficient in Microsoft Windows and Office 97. Must have excellent communication, writing, planning and training skills. Must have own transportation and a valid driver's license. Mohawk language would be an asset.

Applicants can obtain a Job Description and submit his/her resume and photocopy of any certificates, before 2:00 p.m. April 25, 2000, to:

Margaret Jacobs, Human Resource Assistant
Admin. I Building

St. Regis, Quebec HOM 1A0 (613) 575-2250 ext. 128

Email: majacobs@mail2.glen-net.ca

Applicants must clearly outline that they meet the Qualifications requirement on their resume.

Mohawk Council of Akwesasne

EMPLOYMENT OPPORTUNITIES

WANTED - CASUAL WORKERS

Emergency Medical Technicians (E.M.T.)

All Shifts Available, 7 days a week, 3 shifts daily.

Duties: Reporting to the Crew Leader, the incumbent will provide patient care as directed, maintain patient confidentiality; participate in rig and radio checks; complete all forms as required; become familiar and able to operate all equipment; report any problems concerning the maintenance, stocking or equipment on the ambulance; participates in station maintenance. Other related duties assigned by Program Supervisor or Crew Leader.

Qualifications: Completion of Secondary School with a current E.M.T. Certificate; Proof of Hepatitis "B" vaccination; Possess a current C.P.R. card; Experience with working in high stress situations.

For further detail on the positions, please call Eva Seymour, A/Health Division Manager at 613-575-2341 ext 206, during regular business hours.

Please send a Current Resume, with attached Copies of all Certificates to:

Deborah Porter, Personnel Officer
1st Floor, Personnel Office
Kanonkwatsheri:io Health & Social Facility
St. Regis, Quebec
HOM 1A0

Telephone Number - 613-575-2341, ext. 232

Fax Number - 613-575-1311

Currency Exchanges
Money Wires
Bank Drafts

The Village
CURRENCY
Exchange

Certified Checks
Check Cashing
Check Writing

P.O. Box 82, St. Regis, Quebec HOM 1A0
FOR LARGER EXCHANGES CALL FOR APPOINTMENT
Tel: (613) 575-1194 Fax: (613) 575-1195
BUSINESS HOURS: Mon-Wed 9am-4pm Thur-Fri 9am-5:30pm
OPEN ON SAT 9am-1pm