



AHKWESÀHSNE MOHAWK BOARD OF EDUCATION

le thi ha hon:nien - We make the road for them

JOB POSTING **ADMINISTRATIVE ASSISTANT** Indefinite Position

Salary: CL7 \$44,348.33-\$46,122.27

The Ahkwasasne Mohawk Board of Education (AMBE) was created in 1985 by the Mohawk Council of Akwasasne (MCA). AMBE is responsible for providing educational and Child Care services to the Akwasasne Mohawk Community, including; 3 Child Care Centers and 3 Schools that offer K4 to Grade 8 education; coordination of secondary education service in partnership with local school boards; adult education services; and post-secondary assistance. The Akwasasne Mohawk Community includes about 13,000 Peoples, and borders on the Canadian Provinces of Ontario and Quebec and the American State of New York.

Position Summary:

Under the direct supervision of the School Principal, the incumbent is the receptionist for the school, and provides secretarial and clerical services to the school administration.

Qualifications:

- Two (2) year post-secondary diploma in a related field; with
- Two (2) years' experience in a fast paced environment dealing directly with people.

Key Competencies:

The successful candidate will demonstrate the AMBE key values of: **integrity, equity and accountability** with a focus on:

- **Teamwork:** Working collaboratively and productively with others to achieve results;
- **Service Oriented:** Meeting or exceeding student and school needs;
- **Results Orientation:** Knowing what results are important, focusing resources to achieve them;
- **Culturally Awareness:** Understanding of, and sensitivity to, the distinct Akwasasne Mohawk community, culture and language

All interested individuals must submit a letter of interest, resume and copies of certificates/diplomas no later than 2:00 pm. on November 25, 2022 to;

Shayleen Thompson, HR Generalist
Ahkwasasne Mohawk Board of Education
169 International Rd Akwasasne, ON K6H 0G5 or
email : shayleen.thompson@ambe.ca

Applicants must clearly outline that they meet the qualification requirements on their resume

- A criminal records check is MANDATORY
- Native Preference in hiring
- Applicants MUST have a Canadian Social Insurance Number
- Applicants MUST provide proof of COVID-19 Vaccinations
- **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED**

**All AMBE employees are required to be eligible to work in Canada,
and have a valid passport to facilitate daily border crossing.**

