



AHKWESÀHSNE MOHAWK BOARD OF EDUCATION

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

JOB POSTING EXECUTIVE ASSISTANT

AMBE Administration
Indefinite Position

Salary: DS11 \$49,239.01-\$51,208.57

The Ahkwesahsne Mohawk Board of Education (AMBE) was created in 1985 by the Mohawk Council of Akwesasne (MCA). AMBE is responsible for providing educational and Child Care services to the Akwesasne 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 Akwesasne 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 Director of Education, the Executive Assistant ensures the effective operation of the Board Office in order to facilitate optimum service delivery of the educational programs of the Ahkwesahsne Mohawk Board of Education. The incumbent is responsible for coordinating special projects; participating in committees, leading working groups and teams in relation to Board communications.

Qualifications:

- Two-year diploma in Office Administration, Business or related field preferred with;
- Two years' experience in a related position;
- Must have a valid driver's license and must be willing to use personal vehicles in daily course of employment or meet the MCA Fleet Policy requirements.

OR

- Willingness to obtain certification related to the field with;
- Five or more years' experience in an administrative position;
- Must have a valid driver's license and must be willing to use personal vehicles in daily course of employment or meet the MCA Fleet Policy requirements.

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 Akwesasne Mohawk community, culture and language

All interested individuals must submit a letter of interest, resume and copies of certificates/diplomas no later than April 9, 2024 to;

Shayleen Thompson, HR Generalist
Ahkwesahsne Mohawk Board of Education
169 International Rd Akwesasne, 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
- **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.**