



# AHKWESÀHSNE MOHAWK BOARD OF EDUCATION

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

**JOB POSTING**  
**PROGRAM SUPPORT OFFICER**  
EARLY LEARNING PROGRAM  
FULL TIME INDEFINITE

**Salary:** DS12 \$47,000.12 - \$48,880.17

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 direction of the Superintendent of Early Learning, the Program Support Officer is responsible for the supervision of the Private Home Day Care Program, as well as providing assistance and support within the Early Learning Program on projects and programs pertaining to building reception, administrative, operational and budgeting duties. This position requires the ability to multi-task and to work independently, exercising sound judgment, and initiative.

**Qualifications:**

- Two (2) year Diploma in Business Administration or related field;
- Three (3) years administrative experience or working in an office environment;
- Two (2) years experience in a supervisory role.

**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
- **Communication:** Clearly conveying and receiving messages
- **Results Orientation:** Knowing what results are important, focusing resources to achieve them
- **Planning:** Setting clear outcomes and indicators of success
- **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/diploma no later than 2:00 pm on March 20, 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.**

