



# AHKWESÀHSNE MOHAWK BOARD OF EDUCATION

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

## **JOB POSTING** **EXECUTIVE ASSISTANT** One year Term Position

**Salary:** Pay Band 6 \$65,476.08 – \$96,920.59

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 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 Ahkwasasne 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 courses 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 Akwasasne Mohawk community, culture and language

All interested individuals must submit a letter of interest, resume and copies of certificates/diplomas no later than January 21, 2025 to;

Michelle Ransom, HR Generalist/Staffing  
Ahkwasasne Mohawk Board of Education  
169 International Rd Akwasasne, ON K6H 0G5 or  
email : michelle.ransom@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.**

