



Employment Opportunity Program Coordinator Two-Year Seasonal Contract

TTO requires an experienced, knowledgeable and motivated Program Coordinator who will assist in the planning, organization, development, marketing and evaluation of organizational programs. The Program Coordinator performs administrative duties and manages property maintenance for the organization.

Responsibilities:

- Plan, develop, coordinate and manage programs activities
- Develop and maintain communications with the public and partners
- Maintain records, prepare reports and manage budgets
- Support programs and special events
- Identify community needs for programming
- Manage and assist in the operation and maintenance of organization facilities
- Conduct and attend meetings as required
- Other duties as required

Qualifications:

- Post-Secondary in Business Administration, Community Development or related field
- Two years' experience in community programming
- A combination of education and experience will be considered
- Strong planning and leadership skills
- Flexibility to adjust shifting priorities and deadlines
- Supervisory experience
- Strong working knowledge of Microsoft and email
- Able to work flexible hours
- Driver's license
- Knowledge of Mohawk language is an asset

Qualified applicants should forward a cover letter and resume outlining qualifications, skills and experience as they relate to this position to tto@kenhteke.org or 1658 York Road, Tyendinaga Mohawk Territory.

Preference will be given to applicants of Rotinonhsón:ni ancestry and Kanyen'kéha proficiency (oral, written, reading).

Deadline for applications is: Tuesday, August 8th at 12pm

Ne'e Onkwawén:na tsi Onkwawatsténhsera

1658 York Road, Tyendinaga, Ontario K0K 1X0 613-970-3045 tto@kenhteke.org