WÁHTA MOHAWK COMMUNITY TRUST - JOB POSTING

WÁHTA MOHAWK TRUST COORDINATOR – CASUAL/PART TIME

The **Wáhta Mohawk Community Trust** was created following the signing of a land claim agreement in 2005 which included financial compensation. The funds were placed in Trust which is governed by a Trust Agreement overseen by five Trustees, three elected by the community and two appointed by the Wáhta Mohawk Council. The Trust accepts proposals and funds projects which will benefit the Wáhta Mohawk people. The Trust is a separate legal entity from the Wáhta Mohawk Council.

Job Description: Coordinator - The Wáhta Mohawk Trust Coordinator facilitates the work of the Wáhta Mohawk Community Trust by implementing administrative measures such as recording and preparing meeting minutes, maintaining files and records, advising Trustees, attending and preparing for meetings of the Trust, and assisting in the implementation of policies, procedures, and decisions made by the Trust. On a day-to-day basis, the Coordinator will be the primary point of contact for administrative matters and will report to the Chair of the Trust. The Coordinator will work from time to time with the financial staff of the Wáhta Mohawks, the Trust Investment Manager, and the Trust Auditor to enable efficient administration of the Trust. The position requires an average of 10-15 hours per month.

Job Requirements and Qualifications: The Coordinator is expected to have good writing skills and basic computer skills in order to maintain minutes of meetings and prepare correspondence. The successful applicant must have the ability to do basic bookkeeping and maintain the filing system. The Trust expects professional communications and respect for confidentiality. The successful applicant must be available evenings and weekends. A college degree or equivalent experience is required.

How to Apply:
Applications may be submitted in person or received by mail no later than January 29th, 2021 to

WÁHTA MOHAWK COMMUNITY TRUST
WÁHTA MOHAWK TERRITORY
P.O. BOX 260,
BALA, ONTARIO
P0C 1A0

Applications and questions will also be accepted by e-mail at admin@wahtamohawkstrust.org