COMMUNITY NOTICE

For Immediate Release:
Kentenhkó:wa/November 9, 2026

CALL OUT FOR CHIEF ELECTORAL OFFICER (CEO)/ CHIEF REFERENDUM OFFICER (CRO)

TERM: DECEMBER 29, 2026 – DECEMBER 29, 2029

SALARY & HOURS:

- $60.00 per hour
- 40 hours per week for the first 4 weeks (Or 160 hours total spread longer if needed)
- 20 hours per week 1 month prior to any election/referendum and 1 month following any election/
- referendum
- 10 hours per week when there is no election/referendum scheduled

SUMMARY OF RESPONSIBILITIES:

Under the direction of the Executive Director, the appointed individual will oversee the election process. The CEO/CRO ensures General Elections are conducted pursuant to the Akwesasne Election Law MCR 2025-2026 #394 (or any successor law) and conduct referenda in accordance with the General Referendum Regulations. The appointed person will also administer elections for other elected bodies under the Mohawk Council of Akwesasne (Akwesasne Mohawk Board of Education, etc.). The CEO/CRO is responsible for ensuring all Deputy Electoral Officers (DEO)/Deputy Referendum Officers (DRO) and their alternates are trained in administering the election process in accordance with the Akwesasne Election Law. Duties of the CEO/CRO are as follows:

Must attend all scheduled training sessions;

- Abide by the Oath of Office;
- Conduct the General Election or By-Election pursuant to the Akwesasne Election Law;
- Conduct the Referendum in accordance with the General Referendum Regulations;
- Process Voter applications in accordance with the Akwesasne Election Law or MCA's General
- Referendum Regulations;
- Provide information and answer questions asked by community members regarding the process of a
- General Election, By- Election, or Referendum;
- Prepare and update the Voters' List;
- Prepare a press release for the community;
- Recommend and assist in the selection of Electoral Officers and Referendum Officers;
- Supervise Electoral Officers and Referendum Officers including training, direction, and oversight of
- Officers;
- Monitor persons during voting such as the Appointed Observers;
- Coordinate and oversee the Polling Stations and other facilities used for Elections and Referenda for

- MCA and ensure setup and breakdown of polling stations is completed;
- Assist with E-voting when implemented;
- Prepare reports to the Executive Director;
- Perform administrative (clerical) duties;

QUALIFICATIONS:
The interested individual must:

- Be at least 21 years of age or older;
- Be an Eligible Voter as defined under the Akwesasne Election Law;
- Have a High School Diploma;
- Be reliable and willing to work flexible hours;
- Have good character;
- Must always conduct themselves in an ethical manner;
- Be in good standing in accordance with MCA's Good Standing Policy;
- Be impartial and courteous to all electors;
- Pass a criminal reference check;
- Be willing to testify in an election hearing, if necessary.

Previous experience as a CEO or DEO is considered an asset. The ability to speak and understand the Mohawk Language is an asset. The interested individual must abide by MCA's Respect in the Workplace Policy, Social Media Policy and must consent to a criminal reference check (CPIC).

Pursuant to the Akwesasne Election Law section 4.3 "No sitting member of Mohawk Council of Akwesasne, Justice of the Peace, or Justices of the Akwesasne Mohawk Court shall be eligible to be Chief Electoral Officer."

Interested individuals can submit a letter of interest in person to:
Executive Director
Mohawk Council of Akwesasne
Administrative Building #1
12 Akwesasne Street, Kana:takon
Akwesasne, QC H0M 1A0

Letters of interest will be received until the position is filled.

If selected, the person must submit a valid CPIC, at their own expense, to the Executive Director within seven days before an appointment is made. Failure to submit a CPIC will disqualify the person.