



INTERNAL/EXTERNAL POSTING

Student Nutrition Program Coordinator Matawa Education Department

Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services. Matawa is accepting applications for the position of **Student Nutrition Program (SNP) Coordinator**.

Position Summary:

Reporting to the Education Department Manager, the SNP Coordinator supports the implementation of student nutrition programs in 8 sites, and provides administrative support for the programs. The SNP Coordinator will also be responsible for the preparation of food and the administration of the nutrition program at the Matawa Learning Centre.

Qualifications:

The ideal applicant must have post-secondary education in Office Administration, or Grade 12 diploma and 3 years experience in administration, or an equivalent combination of education and experience. In addition, applicants should have experience and training in food preparation and menu planning.

Location: Thunder Bay, Ontario

Deadline: March 13, 2017 @ 4:30 p.m.





Matawa
FIRST NATIONS MANAGEMENT



Please send your resume/cover letter to:

Matawa First Nations Management
Attn: Sharon Nate, Education Manager
28 N. Cumberland St. Suite 500, 5th Floor
Thunder Bay, ON P7A 4K9
RE: Application – SNP Coordinator

Fax: (807) 768-3301

Email: snate@matawa.on.ca

Visit www.matawa.on.ca for a detailed job description and more information about Matawa First Nations. We thank all applicants for their interest, however only those selected for an interview will be contacted.

