

INTERNAL/EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: **Student Activities Coordinator – Matawa Learning Centre**

Summary:

Matawa First Nations Management invites applications from qualified applicants for the position of Student Activities Coordinator in the Matawa Learning Centre (MLC). The MLC is located in Thunder Bay, Ontario, and provides a unique learning environment to support students as they move toward the successful completion of their secondary education and continue on their pathways to work, training or post-secondary education programs.

As a member of the MLC team, the Student Activities Coordinator is responsible for administering and delivering programs for Matawa youth attending high school at the MLC and provincial schools in Thunder Bay. The Student Activities Coordinator will consult with MLC staff, students, and Matawa community representatives to determine their needs and develop programs in response to those needs. The successful candidates should be available to begin work on **October 2, 2017**.

The Student Activities Coordinator is based in Thunder Bay, with some travel required to Matawa First Nation communities. The successful applicant will be required to submit a current Criminal Record Check and TB skin test. This is a contract positions to June 29, 2018, with possibility of extension, pending funding and a successful performance review.

Preferred Qualifications/Requirements:

- Minimum College diploma, ongoing or complete, in one of the following areas: Community Services (Child & Youth Worker; Recreation and Leisure; Social Service Worker; ECE); or equivalent community work experience
- Successful completion of Aboriginal specific programs (Community advocacy, education, family and child services); or equivalent community work experience
- Knowledge and understanding of First Nation education



- Demonstrated ability to work effectively with staff, parents, administration, government departments and First Nation organizations
- Knowledge of Ojibway will be considered an asset
- Valid Ontario Driver's License
- Current criminal records check and vulnerable records check
- Current TB skin test

Salary: We offer competitive salary commensurate with education and work experience.

Please submit cover letter with resume and three employment references to:

Matawa First Nations Management
RE: Matawa Learning Centre Student Activities Coordinator
Suite 500, 28 Cumberland Street N.
Thunder Bay, Ontario P7A 4K9

Fax: (807) 768-3301

Email: snate@matawa.on.ca

Closing Date: September 20, 2017

Thank you for your interest in working with the Matawa Learning Centre, however only successful applicants will be contacted.

