



## INTERNAL/EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

**Position:** Trades Development Officer – Matawa Learning Centre

**Background:**

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.

At this time, Matawa First Nations Management invites applications from qualified applicants for the position of Trades Development Officer (TDO) in the Matawa Learning Centre (MLC) located in Thunder Bay, Ontario. The MLC 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.

**Position Summary:**

The TDO will assist with the development and design of a secondary school trades program. Using their years of experience in the trades and apprenticeship programs, this position will provide support and consultation on the viability of trades training, design and certifications. In addition, the TDO will assist with the writing of proposals in order to secure funding for the trades program. The TDO will further develop partnerships with with the applicable organizations such as trade unions, regional stakeholders all while ensuring compliance with Ministry of Education regulations.

The successful candidate will hold, or be eligible to hold, an Ontario Trades Certification while being a member in good standing with the Ontario College of Trades OR have equivalent experience teaching the trades in a secondary school setting. Expertise or experience in alternative education and/or Aboriginal education would be beneficial.





Although, this position is based in Thunder Bay, but the TDO will be required to travel around Thunder Bay to monitor and support students in their placements and complete workplace assessments, and may have to travel to Matawa First Nations in all weather. The successful applicant will be required to submit a current Criminal Record Check, including vulnerable sector, and current “negative” result TB skin test. This is a contract position with possibility of extension, pending funding and a successful performance review.

### Preferred Qualifications/Requirements:

- Extensive knowledge of the apprenticeship system combined with 3-5 years’ Ontario Trades Certification and member in good standing with the College of Trades
- Knowledge of secondary school learning principles including program and training design, curriculum development and learning needs/style assessment
- Experience with instructional techniques and occupational analysis to design, develop and validate trades scopes of practice, training and curriculum standards
- Knowledge of Ontario Ministries, labour standards and legislation and other trade specific regulations and policies to provide information, analysis and legislation ensuring compliance in the development of training standards and assessments
- Knowledge and understanding of First Nation education
- Demonstrated ability to work effectively with staff, parents, administration, government and First Nation organizations
- Knowledge of Ojibway will be considered an asset
- Excellent oral and written communication skills
- Demonstrated interpersonal and teaching skills
- Valid Ontario Driver’s License

**For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: [www.matawa.on.ca](http://www.matawa.on.ca).**

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

**Duration:** Full-time contract





**Matawa**  
FIRST NATIONS MANAGEMENT



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

Matawa First Nations Management  
ATTN: Sharon Nate, Education Manager  
RE: MATAWA LEARNING CENTRE TEACHER COMPETITION  
Suite 500, 28 Cumberland Street N.  
Thunder Bay, Ontario P7A 4K9

Fax: (807) 768-3301

Email: [snate@matawa.on.ca](mailto:snate@matawa.on.ca)

**Closing Date:** Until filled

