

**INTERNAL/EXTERNAL POSTING
EMPLOYMENT OPPORTUNITY**

Position: Proposal Writer Intern

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 invites applications from qualified applicants for the position of Proposal Writer Intern.

Position Summary:

Reporting to the Education Manager, with daily supervision by the Fundraising Consultant with over 30 years experience and Principal of the Matawa Learning Centre, the Proposal Writer Intern is responsible for identifying potential sources of funding to support current or new programs and services provided through the Matawa Learning Centre, and to initiate contact and prepare proposals to identified funders, including the preparation of proposals for the federal *First Nations Student Success Program (FNSSP)*, *New Paths in Education* program, and the regional Student Nutrition Program.

The successful candidate will have a post-secondary degree or diploma from an accredited university or college in Aboriginal Studies, Education, Communication, Marketing, Public Relations, Business Administration, or other field in the Business program.



Preferred Qualifications/Requirements:

- Ability to maintain a high level of confidentiality
- Knowledge of Ojibway is an asset
- A current Criminal Record Check, including vulnerable sector
- A current “negative” result TB skin test

This position is based in Thunder Bay, but may require to travel throughout Thunder Bay and/or to Matawa First Nations in all weather. This is a contract position to March 31, 2018, with possibility of extension, pending funding and a successful performance review.

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: www.matawa.on.ca.

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

Duration: Full-time contract

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

Matawa First Nations Management
ATTN: Sharon Nate, Education Manager
RE: PROPOSAL WRITER INTERN COMPETITION
Suite 500, 28 Cumberland Street N.
Thunder Bay, Ontario P7A 4K9

Fax: (807) 768-3301

Email: snate@matawa.on.ca

Closing Date: Open until filled

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:

