

INTERNAL POSTING EMPLOYMENT OPPORTUNITY Part Time/Casual

Position: Education Receptionist - Matawa First Nations Education Department

Summary:

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.

The Matawa Education Department supports quality, accessible, community-based educational services for seven Matawa First Nation communities: Aroland, Eabametoong, Ginoogaming, Marten Falls, Neskantaga, Nibinamik, and Webequie First Nations. In addition to providing advisory services to Education Authorities and Matawa First Nation leadership, the Education Department administers post-secondary support services for 5 Matawa First Nations; operates the Matawa Learning Centre (MLC), a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 8 schools/sites.

Matawa is inviting applications for the position of Education Receptionist with the Matawa Education Department. The MLC located in Thunder Bay, Ontario, 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. The purpose of the position is to provide general office support for the Education Department staff and the Matawa Learning Centre (MLC). Reporting to the Education Manager, the Education Receptionist will:

- perform reception duties;
- provide a friendly, positive initial reception to visitors, students, and the general public;
- maintain confidential Education Department and Matawa Learning Centre records and log books;
- monitor and order office supplies;
- provide general clerical support for the Education Department;
- track incoming and outgoing correspondence for the department;
- provide general administrative support;
- open and close office within the scheduled hours of operation;
- perform other office duties as requested or required.





Preferred Qualifications and Experience:

- Diploma in office administration, or Grade 12 diploma and 3 years experience in administration, or an equivalent combination of education and experience;
- Computer literate, preferably in an Apple environment, and able to use a variety of office software;
- Ability to work with minimal supervision in a busy office environment;
- Organized and able to multi-task;
- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Punctual with excellent time management skills;
- Ability to work well with people from a variety for different backgrounds (students, the general public, school staff, education staff and management); and
- A valid driver's license.

Knowledge of Ojibway would be considered an asset.

This position will be based out of our branch office in Thunder Bay. The successful applicant will be required to submit a current Criminal Record Check and TB skin test.

Application deadline: **February 18, 2019**

Please submit applications, including a cover letter, resume and 3 employment references to:

Matawa Education Department
Matawa First Nations Management
200 N. Lillie St
Thunder Bay, ON P7C 5Y2
Attn: Sharon Nate, Education Manager

Email: education@matawa.on.ca

Fax: (807) 768-3301

We thank all applicants for their interest in working with Matawa First Nations, however only those selected for an interview will be contacted.

