

INTERNAL 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.

The Matawa Education Department supports quality, accessible, community-based educational services for eight Matawa First Nation communities: Aroland, Eabametoong, Ginoogaming, Long Lake #58, 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.

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.

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 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 position will also be asked to assist with research, policy writing and other administrative tasks.

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 12 month contract position, 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
200 N. Lillie St
Thunder Bay, Ontario P7C 5Y2

Fax: (807) 768-3301
Email: education@matawa.on.ca

Closing Date: February 18, 2019

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:

