

**INTERNAL POSTING
EMPLOYMENT OPPORTUNITY**

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

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 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.

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 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 28, 2019, covering for an employee currently on a leave of absence.

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
200 N. Lillie St
Thunder Bay, Ontario P7C 5Y2

Fax: (807) 768-3301

Email: education@matawa.on.ca

Closing Date: February 18, 2019

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

