

INTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: Education Manager Assistant

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 Education and Care Centre (MECC), a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 8 schools/sites.

The MECC 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.

Matawa is inviting applications for the position of **Education Manager Assistant** with the Matawa Education Department.

The Education Manager Assistant (EMA) will assist the Education Manager in advising Matawa First Nations Management, Matawa First Nations political leadership, and Matawa First Nations Education Authorities on matters related to education, early learning,



elementary, secondary, post-secondary levels and the Matawa Learning Centre. Further, the EMA will aid in the facilitation of meetings of the Matawa First Nations Education Authority, which will be a primary vehicle for on-going communication with the Matawa member First Nations in matters related to education. The EMA is also responsible for assisting the Education Manager in the management and administration of the Education department and the Matawa Education and Care Centre (MECC), including budgeting, planning and supervision of all personnel.

Preferred Qualifications/Requirements:

- Diploma or Degree in the field of Education or equivalent combination of education and experience;
- 3 years of successful experience preferred;
- Experience with, and understanding of, special education programs and models to support student success and academic needs;
- Thorough knowledge of First Nations and Ontario education systems;
- Understanding of issues faced by First Nations youth;
- Experience and knowledge of First Nations Cultures and life styles;
- Knowledge and experience with computer systems (Apple preferred); and
- Fluency in Ojibway or Oji-Cree is considered an asset;
- Ability to work effectively with staff, parents or guardians, and administration;
- Ability to maintain a high level of confidentiality.
- Valid Ontario Driver's License
- Current criminal records check and vulnerable records check
- Current TB skin test

We offer competitive salary commensurate with education and work experience. The successful applicant will be required to submit a current Criminal Record Check and TB skin test. This is a contract position to March 31, 2020, with the possibility of extension pending funding for the position and successful evaluation.

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



Matawa First Nations Management
RE: Education Manager Assistant
200 N. Lillie St
Thunder Bay, Ontario
P7C 5Y2
Fax: (807) 768-3301

Email: education@matawa.on.ca

Closing Date: September 30, 2019

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

