

INTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: Facilities 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 Learning Centre (MLC), 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 **Facilities Assistant** with the Matawa Education Department.

The Facilities Assistant helps the Facilities Manager oversee the day-to-day operations of the Matawa Education and Care Centre (MECC). They will support the maintenance of the building and overall grounds, and are required to support a learning environment that promotes health, attitude and pride of students. In addition to regular building maintenance functions, the Facilities Assistant will help provide support to classroom

in set         teachers up and

maintenance of furniture and equipment. The position also serves as a role model for students by displaying a professional, courteous, and helpful nature.

Preferred Qualifications/Requirements:

- Knowledge and practical skills for completion of carpentry, plumbing, electrical, masonry, painting, and electronics;
- Ability to read and interpret complex instruction manuals for HVAC, telecommunications, security, fire safety, sound, lighting, and audio-visual;
- Interest in researching appropriate new applications or upgrades;
- High level organization skills and attention to detail, including architectural details;
- Demonstrated initiative in meeting the needs of students inside the school environment;
- Knowledge of First Nation education;
- Knowledge of First Nation cultures and life styles;
- Knowledge of legislation, regulations, policies and procedures for program development and implementation;
- Knowledge of legislation, regulations, policies and procedures for involving youth in community programs;
- Knowledge of office administration and procedures.

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: MECC Facilities 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.

