

## INTERNAL POSTING EMPLOYMENT OPPORTUNITY

**Position: Youth Inquest Assistant – Matawa Education Department**

### **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 the eight Matawa First Nations Communities of Aroland, Eabametoong, Nibinamik, Ginoogaming, Neskantaga, Marten Falls 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 five Matawa First Nations; operates the Matawa Education and Care Centre, a private secondary school located in the Thunder Bay; and coordinates the Student Nutrition Program for six communities. The MECC Safe Sobering Site however, will accept youth from all Matawa communities.

At this time, Matawa First Nations Management invites applications from qualified applicants for the position of **Youth Inquest Assistant** at the Matawa Education and Care Centre (MECC). The MECC is located in Thunder Bay, Ontario and 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.



## Position Summary:

Within the Education Partnerships Program – Structural Readiness Component, the Youth Inquest Assistant aids the Youth Inquest Coordinator, Education Department Manager and MECC Principal and Vice Principal in the implementation of the jury recommendations and undertakes activities related to the Inquest (see Responsibilities/Duties below).

The Youth Inquest Assistant also assists in the development and distribution of communication and promotional materials related to the Inquest Recommendations, including tracking the status and progress of Inquest Recommendations.

## Requirements:

- 2+ years of education-related work experience;
- Diploma or Bachelor's Degree in Business Administration, Education, Community Services (Social Worker, Social Service Worker, Child & Youth Care, Native Child and Family Services); or equivalent community work experience;
- Knowledge and understanding of First Nation education including issues, challenges, and delivery models;
- Working understanding of the Jury Recommendations for the Thunder Bay Seven Youth Inquest;
- Ability to speak Ojibwe and/or Oji-Cree;
- Knowledge of local programs and services for youth;
- Ability to maintain a high level of confidentiality;
- Experience coordinating meetings and conferences.

Applicants will also have excellent oral and written communication skills; interpersonal and leadership skills; stress management skills; demonstrated ability to work effectively with Teachers, Principals, students, Administration, government and First Nations; and hold a valid driver's license or the ability to obtain.

This position is based in Thunder Bay, Ontario and is a contract position to March 31, 2020 with the 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](http://www.matawa.on.ca)**.

Please send your cover letter and resume with three employment references to:  
Matawa First Nations Management  
Attn: Sharon Nate, Education Manager  
200 N Lillie St.  
Thunder Bay, ON P7C 5Y2  
RE: Youth Inquest Assistant  
Fax: (807) 768-3301  
Email: [education@matawa.on.ca](mailto:education@matawa.on.ca)

We offer competitive salary commensurate with education and work experience.

We thank all applicants for their interest in working with Matawa First Nations, however  
only those selected for an interview will be contacted.  
Application Deadline: September 23, 2019

