

## INTERNAL/EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

**Position: Distance Education Coordinator**

### **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 Nations communities of Aroland, Eabametoong, Nibinamik, Long Lake #58, 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 5 Matawa First Nations; operates the Matawa Learning Centre, a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 6 communities.

Matawa is inviting applications for the position of **Distance Education Coordinator** with the Matawa Education Department.

### **Position Summary:**

As a member of the MECC team the Distance Education Coordinator will provide a range of information related to the MECC's distance education programming and services that enhance student access, and success and quality of learning experiences. The Distance Education Coordinator will reach out to Matawa youth to promote and encourage access to education and develop individual academic working plans.

The Distance Education Coordinator will enhance opportunities for authentic relationship building, and provide supportive services and communication to guide students in their educational pathway, which include course and program advising. The Distance Education Coordinator will provide ongoing support to students as they move through their academic programs to completion. The distance education program will include students who are in remote Matawa communities and include students who



reside in Thunder Bay, but cannot attend school for a variety of mental wellness and other issues.

### **Preferred Qualifications and Experience:**

The ideal applicant will have:

- A degree in Education and three (3) years successful teaching experience with experience as a secondary school teacher
- Current *Certification of Qualification and Registration* with the Ontario College of Teachers
- Experience teaching in a First Nation school and/or teaching First Nation students
- Knowledge and experience in developing courses and curriculum, and in teaching on line courses
- Knowledge of First Nation cultures and life styles
- Knowledge and understanding of First Nation and Ontario education systems
- Extensive knowledge and experience with computer systems (Apple preferred) and instructional technologies
- Demonstrated ability to work effectively with school staff, parents, administration, government and First Nation organizations
- Knowledge of Ojibway is an asset
- Willingness and ability to travel, as required, to all Matawa communities (road access and fly-in)

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 June 26, 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: Distance Education Coordinator  
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: January 4, 2020

