

## INTERNAL/EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

### Position: Indigenous Language Revitalization Project: Matawa Waka Tere Administrator

#### 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 **Matawa Waka Tere Administrator** with the Matawa Education Department.

#### Position Summary:

As a highly skilled and motivated professional who possesses specialized knowledge, skills and expertise in program administration, the administrator will utilize their experience to maintain the advancement of program developments and delivery to students using Matawa Waka Tere philosophy and methodology. The position will also develop and maintain the upkeep of the program's Quality Management Systems. The MWT Administrator is responsible for assisting in the accurate and timely preparation and submission of all reporting required by the Education Manager, Matawa First Nations Management and Indigenous Services Canada (ISC) related to the Language Revitalization Project.



### Preferred Qualifications and Experience:

The ideal applicant will have:

- A minimum 3 years Administration experience in an adult learning environment and experience in adult learning techniques (ie: being involved in the language pilot)
- Experience in adult administration, student instruction and or training techniques
- Effective time management skills
- Computer literacy skills (particularly office software like Excel, Word and PowerPoint)
- Experience in program development and resource development
- Experience in project developments

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 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: Indigenous Language 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: September 17, 2020**

