



INTERNAL/EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: Choose Life Assistant

Matawa First Nations is a progressive Tribal Council of nine Ojibway and Oji-Cree Northern Ontario First Nations. The Matawa Education Department delivers a variety of education programs and services for Matawa First Nation schools.

Matawa Education Department and Matawa Education and Care Centre invites applications for the position of Choose Life Assistant with the Matawa Education and Care Centre (MECC). Reporting to the Matawa Education Executive Director of Education, Matawa Education and Care Centre (MECC) Principal, Vice Principal, and Choose Life Coordinator, the Choose Life Assistant supports the Choose Life Coordinator in overseeing the Choose Life programs by providing direct support to hired staff, tracking funded activities within the agreed budget, and reporting on all initiatives. The Choose Life Assistant supports the Choose Life Coordinator in the collections of program-specific qualitative and quantitative data. Gathering information is in conjunction with program leads and compliant with client confidentiality.

Qualifications / Requirements:

Knowledge

The incumbent must have proficient knowledge in the following areas:

- 2+ years of education-related work experience in data analysis, proposal writing or policy development;
- Diploma or Bachelor's Degree in Business Administration, Education, or equivalent work experience;
- Successful experience with statistical analysis and data collections;
- Knowledge and understanding of First Nation education including issues, challenges, and delivery models;
- Ability to speak Ojibwe, Cree or Oji-Cree is considered an asset;
- Ability to maintain a high level of confidentiality;





Skills

The incumbent must demonstrate the following skills:

- Proficient in Microsoft Excel, Word, Powerpoint, and Outlook
- Effective communication, both written and oral;
- Organizational skills;
- Stress management;
- Comprehensive Written skills;
- Interpersonal and Conflict resolution skills;
- A valid Ontario driver's license;

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Youth Inquest Assistant. The incumbent must also demonstrate the following personal attributes:

- Ability to work with minimal supervision;
- Organized and able to multi-task;
- Punctual with excellent time management skills;
- Ability to work effectively with people from a variety for different backgrounds(including but not limited to students, the general public, school staff, education staff and management, community organizations, government agencies, and other parties).

The successful applicant will be required to submit a current Criminal Record Check and TB skin test.

Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated. If you have any questions or concerns regarding this, please contact us.





We offer competitive salary and benefits commensurate with education and work experience. This position will be based in Thunder Bay with some travel required to Matawa First Nation communities. This is a contract position to March 31, 2023, with a possibility of extension, pending funding and a successful performance review.

For additional information, including specific qualifications for the position, please visit the Matawa website: www.matawa.on.ca.

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

Sharon Nate, Executive Director: Education Department
Matawa First Nations Management
RE: CHOOSE LIFE ASSISTANT
200 Lillie Street North
Thunder Bay, ON P7C 5Y2

Fax: (807) 768-3301
Email: education@matawa.on.ca

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: May 18th, 2022 @ 4:30 p.m. EST

