



**INTERNAL/EXTERNAL**

**POSTING EMPLOYMENT OPPORTUNITY**

**Position: Distance Education Coordinator**  
**Matawa Education and Care Centre**

**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 Education and Care Centre, a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 6 communities.

Matawa is inviting applications for a Distance Education Coordinator with the Matawa Education and Care Centre.

**Position Summary:**

Reporting to the Executive Director of Education, Principal and Vice Principal the Distance Education Coordinator will work closely with the Matawa Education and Care Centre (MECC) faculty, staff and students in order to deliver educational programming to students who are not able to attend school on site at the MECC in Thunder Bay. The Distance Education Coordinator is a key position that will require developing relationships with multiple stakeholders, including the Matawa community Education Authorities, parents, students and MECC staff.





## Preferred Qualifications and Experience:

The ideal applicant must 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 utilizing ILC course materials
- Knowledge of First Nation education
- Knowledge of First Nation cultures and lifestyles
- Knowledge and understanding of First Nation and Ontario education systems
- Extensive knowledge and experience with computer systems (Apple preferred) and instructional technologies

This position is based in Thunder Bay, Ontario, with possible travel to remote and isolated communities as needed.

**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, Executive Director, Education Department  
200 N. Lillie St., Thunder Bay, ON P7C5Y2  
RE: Distance Education Coordinator

Fax: (807) 768-3301

Email: [education@matawa.on.ca](mailto: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.

