

INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

Position: Student Support Officer – Indigenous Language Revitalization Project

Summary:

Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario.

The Matawa Education Department supports quality, accessible, community-based educational services for eight Matawa First Nation communities: Aroland, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik, 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 (MECC), a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 8 schools/sites.

The MECC located in Thunder Bay, Ontario, 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. Matawa is inviting applications for the position of **Student Support Officer** with the Matawa Indigenous Language Revitalization Program.

Under the supervision of the Executive Director and PASS Administrator, the Student Support Officer-Academic is responsible for overseeing the development and implementation of the Student Enrolment and Academic Database Management System for the Matawa Waka Tere Indigenous Language Revitalization Project.

Once developed, the Student Support Officer-Academic will maintain accurate and up to date Student Files, Academic Databases, Records and Information for the Matawa Indigenous Language programs being delivered in the nine Matawa communities and Thunder Bay. The Student Support Officer-Academic will provide support and guidance with Marketing, Resource Distribution and Student Certification.





Preferred Qualifications/Requirements:

- Secondary (high) school graduation diploma
- Certificate in a related area will be an asset
- Demonstrated ability to respond to the developmental needs of students
- 4+ years in administration and/or data entry experience using education software, such as TAKE2
- 2+ in student enrolment and academic data management
- Demonstrated ability to be an advocate, problem-solving barriers to students
- Ability to maintain a high level of confidentiality
- Knowledge of Ojibway Cree or Oji-Cree is an asset

We offer competitive salary commensurate with education and work experience. The successful applicant will be required to submit a current Vulnerable Sectors Criminal Record Check and TB skin test. This is a (1) one year contract position with the possibility of extension pending funding for the position and successful evaluation. 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.

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

Matawa First Nations Management
Re: **Student Support Officer**
200 N. Lillie St Thunder Bay,
Ontario P7C 5Y2
Fax: (807) 768-3301
Email: education@matawa.on.ca

Closing Date: February 24, 2023

Thank you for your interest in working with the Matawa Education and Care Centre, however only successful applicants will be contacted.