



EMPLOYMENT OPPORTUNITY

Position: Matawa Health Cooperative - Executive Assistant

Background:

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nation owned and controlled health co-operative that provides health care services to enhance existing health services to achieve long-term health and well-being for all members within the nine (9) Matawa First Nations. It is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with available services being tailored to individual community's needs. It is the first of its kind in Canada.

The MHC works to incorporate traditional healing and medicines in addressing the wholistic health needs of the Matawa First Nations focusing on the priorities of mental health and addictions, diabetes and chronic diseases.

The organization is accepting applications for **Executive Assistant**.

Position Summary:

The Executive Assistant will provide general day-to-day administrative and clerical support for the MHC Executive Director, and Board of Directors as required by:

- Acknowledge and prepare responses to routine correspondence, e-mail and telephone calls and voice mail for the MHC Executive Director;
- Coordinate and maintain up-to-date filing systems for general correspondence and issues in the MHC Executive Director's office;
- Develop and maintain files and templates for resolutions, assembly and meeting materials;
- Coordinate and arrange all travel and accommodations for the MHC Executive Director, Board of Directors as well as for Clinical staff, guests/delegates as directed;

Preferred Qualifications, Experience, Knowledge and Abilities:

In addition to the following, the Executive Assistant must have or an equivalent combination of experience and education in office administration (or willingness to be trained).

The incumbent should also have proficient knowledge in the following areas:

- A Degree/Diploma in Office Administration or related field, and at least five years' of experience in a senior secretarial/administrative position
- Critical thinking, organizational, communication, and planning skills
- Familiar with Matawa First Nations Communities and their cultures, languages
- Capacity to adapt quickly to a fast-paced, dynamic work environment
- Knowledge of various computer systems and applications (ie. Microsoft Office, etc

Applicants will have skills and personal attributes as described in the job description including excellent oral and written communication skills; interpersonal skills.

Location: Thunder Bay, Ontario (with extensive travel to Matawa road access and remote communities).

Salary: Commensurate with experience

Term: Full Time

How to Apply: Please send your cover letter and resume with three references to:

Matawa Health Co-operative
RE: Executive Assistant
233 Court Street South, 1st Floor
Thunder Bay, ON P7B 2X9
Fax: (807) 346-2371
Email: careers@matawa.on.ca

Deadline: Monday February 13, 2023

For additional information, please view the job description at the Matawa website:

www.matawa.on.ca

(or at: www.matawa.on.ca/recruitment/career-opportunities/)

We thank all applicants for their interest in working with the Matawa Health Co-operative, however only those selected for an interview will be contacted.

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.



- CIRCLE OF BELONGING -