



**INTERNAL/EXTERNAL POSTING
EMPLOYMENT OPPORTUNITY**

Position: Community Education Navigator

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 Community Education Navigator with the Matawa Education Department.

Position Summary:

Reporting to the Matawa Education Executive Director the Community Education Navigator will support the Pathways to Achieve Student Success (PASS) department and Matawa First Nation schools in facilitating engagement activities and sharing of information related to education.

The Community Education Navigator liaises with local school's principal(s) to facilitate activities that engage parents and community members in the education system, including parental involvement groups. This position will work towards





formalizing parental and community engagement policies and processes that allow parental participation for the purpose of guiding decisions made at the school level, and that keep the community informed of decisions and changes to education programs and policies.

Preferred Qualifications and Experience:

The ideal applicant must have:

- Computer literate in the use of a variety of office software, preferably in an Apple environment;
- File management systems, both paper and electronic;
- Confidentiality requirements within an office environment;
- Use of social media (e.g. Facebook) and online platforms for business communication and collaboration;
- Coordination or facilitation of meetings and focus groups;
- Presentation skills, including oral presentations and use of media (e.g. PowerPoint, Prezi);
- Effective communication skills, both written and oral;
- Excellent organizational skills;
- Note taking skills;
- Excellent interpersonal skills;
- Conflict resolution skills;
- Knowledge of Ojibway or Oji-Cree is an asset;
- A valid driver's license would be considered an asset.

We offer competitive salary commensurate with education and work experience. The successful applicant will be required to submit a current 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.





Matawa
EDUCATION & CARE CENTRE



**For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website:
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
200 N Lillie Street
Thunder Bay, ON P7C 5Y2
RE: Community Education Navigator

Fax: (807) 768-3301

Email: education@matawaeducation.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: October 2, 2023 @ 4:30pm

