



## INTERNAL POSTING EMPLOYMENT OPPORTUNITY

### Position: Youth Inquest Assistant

#### 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 **Youth Inquest Assistant** with the Matawa Education Department. The Matawa Education and Care Centre (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.

#### Position Summary:

Reporting to the Matawa Education Executive Director and the Youth Inquest Manager, the Youth Inquest Assistant will support the implementation of the recommendations and related activities delivered by the Jury for the Thunder Bay Seven Youth Inquest as they pertain to Matawa First Nations Management (MFNM), Matawa First Nations communities, Matawa Education Department (MED), and the Matawa Education and Centre (MECC).





The Youth Inquest Assistant also assists in the development and distribution of communication and promotional materials related to the Inquest Recommendations, including tracking the status and progress of Inquest Recommendations. The Youth Inquest Assistant assists in the combination of educating, coaching, counseling and directing team members, depending on the nature of the needs

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.

**Preferred Qualifications and Experience:**

The ideal applicant will have:

- 2+ years of education-related work experience;
- Diploma or Bachelor's Degree in Business Administration, Education,
- Community Services (Social Worker, Social Service Worker, Child & Youth Care, Native Child and Family Services); with equivalent community work experience;
- Knowledge and understanding of First Nation education including issues, challenges, and delivery models;
- Jury Recommendations for the Thunder Bay Seven Youth Inquest;
- Ability to speak Ojibwe and/or Oji-Cree;
- Knowledge of local programs and services for youth;
- Ability to maintain a high level of confidentiality;
- Coordination of meetings and conferences.
- Strong understanding of First Nation needs
- Strong understanding of First Nation communities' culture, traditions and practices

Applicants will also have excellent oral and written communication skills; interpersonal and leadership skills; stress management skills; demonstrated ability to work effectively with teachers, principals, students, administration, government and First Nations; and hold a valid driver's license or the ability to obtain.





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

200 N Lillie St.  
Thunder Bay, ON P7C 5Y2  
RE: **Youth Inquest Assistant**

Fax: (807) 768-3301  
Email: [education@matawaeducation.ca](mailto:education@matawaeducation.ca)

We offer competitive salary commensurate with education and work experience.

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: Until Filled**

