

## INTERNAL POSTING EMPLOYMENT OPPORTUNITY

### Position: Summer Student Job

**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 the eight Matawa First Nations Communities of Aroland, Eabametoong, Nibinamik, 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 five Matawa First Nations; operates the Matawa Education and Care Centre, a private secondary school located in the Thunder Bay; and coordinates the Student Nutrition Program for six communities. The MECC Safe Sobering Site however, will accept youth from all Matawa communities.

At this time, Matawa First Nations Management invites applications from Students interested in a **Summer Student Job** within the Education Department.

### Position Summary:

The Student General Employee (Student) will work as part of the Education Department team, which provides advisory and support services with the Tribal Council's mandate. The Student will gain valuable skills and experience working on Education issues. The Student will be under the general supervision of the Executive Director of Education, and/or her designate, and will provide day-to-day support and assistance to the Education Department Staff as required. Possible areas of responsibility of the Student could be Maintenance, Administrative, Custodial, Community Outreach, and Student Activities.

This is a contract position to August 23, 2024.





### Qualifications/Requirements:

- Use of office/administrative software applications (Word, Excel, Email, Internet)
- Proficiency in working with Apple platform will be an asset
- Intermediate-Senior Qualifications in English, Mathematics, or Science
- Knowledge and understanding of First Nation education
- Knowledge of Ojibway, Cree or Oji-Cree will be considered an asset
- Excellent oral and written communication skills
- Demonstrated interpersonal skills
- Work with minimal supervision

*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.*

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 2 references to:

Matawa First Nations Management  
Attn: Matawa Education  
200 N Lillie St.  
Thunder Bay, ON P7C 5Y2  
**RE: Student Summer Job**  
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: Wednesday June 10 2024 @ 4:30pm**

