

EMPLOYMENT OPPORTUNITY

Position: Membership Coordinator

Summary:

The Membership Coordinator reports to the Manager of Finance & Administration and is responsible for providing client and general office services. The Membership Coordinator supports Matawa First Nations Management primarily in the administration of the Indian Registry, issuing of Status cards and related client services and with general reception/administration support as required.

Qualifications/Requirements:

The incumbent would normally attain the required knowledge, skills, and attitudes through completion of an Indian Registry management training and office procedures courses together with a minimum of five years' work experience in general office administration. Equivalencies would also be considered.

For additional information about the Membership Coordinator position, please view the Job Description on the Matawa website: www.matawa.on.ca

Salary:

We offer a competitive salary and benefits commensurate with education and work experience.

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

Matawa First Nations Management
ATT: Human Resources Manager
Mail: 233 Court Street South
Thunder Bay, ON P7B 2X9
Email: careers@matawa.on.ca

Closing Date: By 4:30 pm EST on Friday, September 20, 2024

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.

We thank all applicants for their interest in working with Matawa First Nations Management, however, only those selected for an interview will be contacted.

