



EMPLOYMENT OPPORTUNITY – Internal/External

Position: Administrative Assistant (Four Rivers Group)

Summary:

Four Rivers Group (FRG) employees operate in a team environment, where tasks are shared between team members based on individual team member strength, availability and operational need. At this time, FRG requires the skills of the Administrative Assistant, who will support FRG's and its programming.

Matawa First Nations Management (MFNM) is the parent organization to FRG. FRG carries out projects and initiatives both on behalf of MFNM and wholly owned subsidiaries of MFNM, including Four Rivers Inc. Those projects and initiatives of MFNM, which are publicly funded and in service of the Matawa member First Nations, are referred to as the operations of Four Rivers Matawa. Those projects and initiatives of Four Rivers Inc., which are for-profit and in service of any community or group, are referred to as the operations of Four Rivers Inc. The Administrative Assistant will support the advancement of any project or initiative affiliated with FRG, and well as support initiatives associated with MFNM's affiliate corporations where applicable.

Qualifications / Requirements:

Please see list of knowledge, skills and abilities in the full job description online at <http://www.matawa.on.ca/recruitment/career-opportunities/>.

Salary: To commensurate with education and work experience.

Duration: Fixed-Term (Maternity Leave)

To apply, please submit cover letter with resume and three employment references:

Matawa First Nations Management

ATT: Human Resources Manager

RE: Administrative Assistant (Four Rivers Group)

Mail: 233 Court Street South, 2nd Floor, Thunder Bay, ON P7B 2X9

Email: careers@matawa.on.ca

Fax: (807) 344-2977

Closing Date: Wednesday April 30, 2025, at 4:30 pm EST

While we thank all who apply, only those selected for an interview will be contacted.

