

## EMPLOYMENT OPPORTUNITY

**Position:** Social Emergency Coordinator

**Summary:**

Reporting to the Health & Social Meno Biimadeswin Director, the Social Emergency Coordinator is primarily responsible to co-develop new capacity-building programs for emergency management within Matawa First Nations Management and its First Nations; for responding to social emergencies through all five pillars of emergency management: prevention, mitigation, preparedness, response, and recovery. This position works in a matrix environment, which requires strong and effective working relationships with colleagues, communities, health service providers and various internal and external partners. The Social Emergency Coordinator supports all Matawa First Nations to advocate for quality of life for social wellness and respond to social emergencies.

**Qualifications/Requirements:**

- Preferred College Diploma in Emergency Management or related field with 2-3 years of work experience in crisis, health and social emergency management
- Extensive work experience with First Nation, Provincial and Federal Governments
- Must provide a certified Criminal Record Check and/or a Vulnerable Sector Check
- Extensive knowledge and understanding of emergency management
- Ability to travel extensively
- Must be willing to work flexible hours and on an on-call basis

For additional information, including specific qualifications and experience for the position, please view the Job Description at the Matawa website: [www.matawa.on.ca](http://www.matawa.on.ca)

**Salary:** To commensurate with education and work experience.

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

Matawa First Nations Management

**RE:** Social Emergency Coordinator

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

Email: [careers@matawa.on.ca](mailto:careers@matawa.on.ca) Fax: (807) 344-2977

**Closing Date: Thursday May 29, 2025, at 4:30 pm EST**

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

