

EMPLOYMENT OPPORTUNITY – Internal

Position: Executive Director of Education (Matawa Education and Care Centre)

Summary:

The Executive Director of Education will report to the Chief Executive Officer of Matawa First Nations Management on the day-to-day operations and administration of the education programs. The Executive Director of Education advises Matawa First Nations Management, Matawa First Nation political leadership, and Matawa First Nation Education Authorities on matters related to education, early learning, elementary, secondary and post-secondary levels. The Executive Director of Education will facilitate meetings of the Matawa Regional Advisory Committee on Education, which will be a primary vehicle for on-going communication with the Matawa First Nations in matters related to education. The Executive Director of Education is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director of Education is also responsible for the management and administration of the Education Department, including budgeting, planning and staff supervision.

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: Full time

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

Matawa First Nations Management

ATT: Human Resources Manager

RE: **Executive Director of Education (Matawa Education and Care Centre)**

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

Email: careers@matawa.on.ca

Closing Date: Friday, August 1, 2025, at 4:30 pm EST.

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

