



EMPLOYMENT OPPORTUNITY

Position: Administration and Programming Manager

Background:

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nation owned and controlled health co-operative that provides health care services to enhance existing health services to achieve long-term health and well-being for all members within the nine (9) Matawa First Nations. It is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with available services being tailored to individual community's needs. It is the first of its kind in Canada.

The MHC works to incorporate traditional healing and medicines in addressing the wholistic health needs of the Matawa First Nations focusing on the priorities of mental health and addictions, diabetes and chronic diseases.

The organization is accepting applications for **Administration and Programming**

Manager.

Position Summary:

With the support and guidance of the Executive Director of the MHC or their designate, the Administration and Programming Manager is a key leadership position within the MHC. They are responsible for overseeing the administrative and programming functions that support efficient delivery of services. By fostering a culture of collaboration, innovation, and accountability, the Administration and Programming Manager ensures that internal systems and processes are responsive to the needs of Matawa communities and contributes to the overall success of MHC's mission.

The Administration and Programming Manager provides strategic oversight and leadership to several key operational and programming teams, including, Fleet and Travel Coordination, Information Technology/ Electronic Medical Records (EMR), administrative and operations functions, Health Promotions and programming, Policy/Proposal Development, and communications. They ensure that internal systems and community-based programming are aligned with MHC's organizational goals and values. This role supports collaboration across departments, ensures regulatory and policy compliance, and contributes to the overall effectiveness and cultural responsiveness of MHC services. The Manager also plays a key role in planning, evaluation, and continuous improvement across administrative and program areas.

For more details, please review the Administration and Programming Manager Job Description.

- Optional flexible schedule to support work-life balance.
- HOOPP pension plan available to all employees.
- Canada Life benefit plan that includes dental, healthcare and vision care.
- Employee & family assistance program (EFAP) available to all employees.
- Competitive salaries and paid vacation time.
- Making a difference for Matawa communities.

Deadline: Monday, September 15, 2025