

INTERNAL/EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: Curriculum Development Officer – Matawa Education and Care Centre

Background: Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership and technical services.

The Matawa Education Department supports quality, accessible, community-based educational services for seven Matawa First Nation communities: Aroland, Eabametoong, Nibinamik, Long Lake #58, Ginoogaming, Neskantaga, and Webequie First Nations. In addition to providing advisory services to Education Authorities and Matawa First Nation leadership, the Education Department administers post-secondary support services for 5 Matawa First Nations; operates the Matawa Education and Care Centre (MECC), a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 6 communities.

At this time, Matawa First Nations Management invites applications from qualified applicants for the position of Curriculum Development Officer in the Matawa Education and Care Centre (MECC) located in Thunder Bay, Ontario. The MECC provides a unique learning environment to support students as they move toward the successful completion of their secondary education and continue on their pathways to work, training or post-secondary education programs.

Position Summary:

The Curriculum Development Officer (CDO) will support the staff and students at the Matawa Education and Care Centre (MECC) through the development, redesign and implementation of culturally appropriate curricula and experiential learning opportunities. The CDO will provide assistance to potential MECC students by developing transition plans that will support a student's transition from an outside facility (e.g. youth detention centre or a treatment facility) into the MECC program. Creating a student-centred transition plan that actively supports the academic and social needs of the student will assist with retention and provide necessary one-on-one guidance for new Matawa Education and Care Centre students.



Preferred Qualifications/Requirements:

- Current *Certification of Qualification and Registration* with the Ontario College of Teachers
- Knowledge and understanding of First Nation and Ontario education systems
- Knowledge of the Ministry of Education curriculum documents
- Knowledge of curriculum development writing
- Knowledge and experience with computer systems (Apple preferred) and instructional technologies
- Demonstrated ability to work effectively with school staff, parents, administration, government and First Nation organizations
- Ability to maintain a high level of confidentiality
- Knowledge of Ojibway, Cree or Oji-Cree is an asset
- Willingness and ability to travel as required, to all Matawa communities (road access and fly-in)
- Willingness and ability to travel as required to attend applicable training, professional development, workshops and conferences.

We offer competitive salary commensurate with education and work experience. The successful applicant will be required to submit a current Criminal Record Check and TB skin test. This is a full-time contract position, with the possibility of extension pending funding for the position and successful evaluation. For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: www.matawa.on.ca.

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

Matawa First Nations Management

ATTN: Executive Director

200 Lillie St North

Thunder Bay, Ontario P7C 5Y2

Email: education@matawaeducation.ca

Closing Date: October 1, 2025 at 4:30pm EST

