

INTERNAL/EXTERNAL POSTING EMPLOYMENT OPPORTUNITY

Position: Post Secondary Student Support – 6 Month Temporary Contract

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 eight Matawa First Nations communities of Aroland, Eabametoong, Nibinamik, Long Lake #58, Ginoogaming, Neskantaga, Marten Falls 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 Learning Centre, a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 6 communities.

Matawa is inviting applications for the position of **Post Secondary Student Support (Temporary Contract)** with the Matawa Education Department.

Position Summary:

Reporting to the Education Executive Director, the Post-Secondary Student Support will provide day-to-day support and administrative assistance to the Post Secondary Program. The Post-Secondary Student Support will work closely with the Post Secondary Coordinator, Post Secondary Students, Post Secondary Institutes and Matawa Post Secondary Advisory Committee to support student learning, achievement, and success.

The Post-Secondary Student Support must develop and maintain effective, professional relationships with students; First Nation post secondary counselors and representatives; representatives of various post secondary institutions; government agencies.





Preferred Qualifications and Experience:

The ideal applicant will have:

- A Bachelor of Social Work, Social Work Diploma, or Bachelor of Education
- Certificate in counseling
- Relevant work experience (minimum of five years in administration, specially counseling)
- General office procedure
- Budgeting and bookkeeping
- Knowledge of First Nations Government, Culture, Values and Lifestyles
- Knowledge of Ojibwa, Cree or Oji-Cree is an asset.

Applicants will also have excellent oral and written communication skills; interpersonal and leadership skills; stress management skills; demonstrated ability to work effectively with teachers, principals, students, administration, government and First Nations; and hold a valid driver's license or the ability to obtain.

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website:

www.matawa.on.ca.

Please send your cover letter and resume with three employment references to:

Matawa First Nations Management

Attn: Executive Director: Education Department

200 N Lillie St.

Thunder Bay, ON P7C 5Y2

RE: **Post Secondary Student Support Temporary Contract**

Fax: (807) 768-3301

Email: **education@matawaeducation.ca**

We offer competitive salary commensurate with education and work experience.

We thank all applicants for their interest in working with Matawa First Nations, however only those selected for an interview will be contacted.

Application Deadline: **Until Filled**

