

INTERNAL POSTING EMPLOYMENT OPPORTUNITY

Positions: Jr. Community Mentor

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 the eight Matawa First Nations Communities of Aroland, Eabametoong, Nibinamik, 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 five Matawa First Nations; operates the Matawa Education and Care Centre, a private secondary school located in the Thunder Bay; and coordinates the Student Nutrition Program for six communities. The MECC Safe Sobering Site however, will accept youth from all Matawa communities.

At this time, Matawa First Nations Management invites applications from **Youth** interested in the position of **Jr. Community Mentor** within the Student Care Centre Department.

Position Summary: The Jr. Community Mentor will help support the Community Mentor (Cultural Activities Worker) with the planning and delivery of the Right To Play (RTP) program while gaining leadership, teamwork, and employability skills. They will be under the general supervision of the Cultural Activities Lead and Student Care Centre Manager, and/or his designate, and will provide day-to-day support and assistance to the Cultural Activities staff as required.

As a member of the Student Care Centre Department staff, the Jr. Community Mentor will work until December 31, 2025, assisting in the day-to-day activities of the RTP program. They will take part in onboarding and training sessions, connect with other Jr. Community Mentors, and receive ongoing guidance from their Community Mentor.

This is a contract position to December 31, 2025.

Qualifications/Requirements:

- Use of office/administrative software applications (Word, Excel, Email, Internet)
- Proficiency in working with Apple platform will be an asset





Matawa
EDUCATION

- Knowledge of Ojibway, Cree or Oji-Cree will be considered an asset
- Excellent oral and written communication skills
- Demonstrated interpersonal skills
- Work with minimal supervision

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 two (2) references to:

Matawa First Nations Management
Attn: **Richard Jourdain, Cultural Activities Lead**
200 N Lillie St.
Thunder Bay, ON P7C 5Y2
RE: Jr. Community Mentor

Fax: (807) 768-3301

Email: education@matawaeducation.ca

Or hand a hard copy of your resume and cover letter to Richard Jourdain, Cultural Activities Lead.

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: October 27, 2025 @ 4:30pm

