

## INTERNAL/EXTERNAL JOB OPPORTUNITY

### **Position: Receptionist (Matawa Education Department)**

Matawa First Nations is a progressive Tribal Council of nine Ojibway, Cree and Oji-Cree Northern Ontario First Nations. The Matawa Education Department supports quality, accessible, community-based educational services for eight Matawa First Nation communities: Aroland, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik, 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 8 schools/sites.

Matawa Education Department invites applications for the position of Receptionist with the Matawa Education Department. Reporting to the Executive Director of Education, the Receptionist is responsible for the daily office operations and procedures to ensure the effectiveness and efficiency within the Matawa Education Department.

The Matawa Education Receptionist is the first point of contact for visitors and/or callers to the Education Department and the Matawa Education and Care Centre. Communicating in a positive, friendly and informative manner, the Education Receptionist provides information or refers inquiries to staff as required.

### **Qualifications / Requirements:**

The incumbent must have proficient knowledge in the following areas:

- Diploma in office administration and a minimum of three (3) years experience, or an equivalent combination of education and experience
- Computer literate, preferably Apple environment, ability to use different office software programs and applications
- Knowledge and understanding of First Nation and Ontario education systems
- Knowledge of office administration
- Ability to maintain a high level of accuracy in preparing and entering of information
- Knowledge of human resource information, maintaining confidentiality

This position will be based in Thunder Bay at the Matawa Education and Care Centre. This is a one (1) year contract position, with a possibility of extension, pending funding and a successful performance review.





**Matawa**  
EDUCATION

For additional information, including specific qualifications for the position, please visit the Matawa website: **[www.matawa.on.ca](http://www.matawa.on.ca)**.

We offer competitive salary in the range of \$40,000 to \$55,000 commensurate with education and work experience. We offer a full benefits program, including pension contributions, upon successful probationary period.

Please submit a cover letter, resume and three employment references to:

Executive Director,  
Matawa Education Department  
200 Lillie St. N.  
Thunder Bay ON P7C 5Y2

**Fax:** (807) 768-3301

**Phone:** (807) 768-3300

**Email:** [education@matawaeducation.ca](mailto:education@matawaeducation.ca)

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:** January 19, 2026 at 4:30 p.m.

