



EMPLOYMENT OPPORTUNITY

Position: Executive Assistant

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 **Executive Assistant**.

Position Summary:

The Executive Assistant to the Director of Nursing & Clinical Services provides senior-level administrative, coordination, and organizational support to ensure the effective and efficient operation of MHC's nursing and clinical services portfolio. Reporting directly to the Director of Nursing & Clinical Services, this role is responsible for managing correspondence, scheduling, meetings, travel, documentation, and information flow, while maintaining a high degree of confidentiality and professionalism. The Executive Assistant plays a key role in supporting clinical leadership, facilitating communication, and contributing to the overall effectiveness of MHC's health programs and services.

For more details, please review the Executive Assistant Job Description.

Benefits of working for the Matawa Health Co-operative:

- 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.

Location: Thunder Bay, Ontario

Salary: \$60,000 - \$69,556.44

Term: Full Time

How to Apply: Please send your cover letter and resume to:

Matawa Health Co-operative
RE: Executive Assistant
523 Algoma St. N.
Thunder Bay, ON P7A 5C2
Fax: (807) 346-2371
Email: mhc-careers@matawa.on.ca

Deadline: Tuesday February 10, 2026

For additional information, please view the job description at the Matawa website:

www.matawa.on.ca

(or at: <http://www.matawa.on.ca/recruitment/career-opportunities/>)

We thank all applicants for their interest in working with the Matawa Health Co-operative, however only those selected for an interview will be contacted.

523 Algoma St. N. Thunder Bay, ON, P7A 5C2
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