



## **EMPLOYMENT OPPORTUNITY**

### **Position: Special Projects Coordinator**

#### **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 Special Projects Coordinator.

#### **Position Summary:**

The Special Projects Coordinator will oversee the planning, coordination, and execution of strategic health initiatives and special projects withing the Matawa Health Cooperative. This role requires a combination of project management, data analysis, stakeholder engagement, and healthcare expertise to ensure projects are delivered efficiently, on time, and aligned with organizational goals. The ideal candidate will be highly organized, adaptable, and capable of managing multiple priorities in a fast-paced environment. They will be responsible to assist with emergency planning, mitigation, preparedness, response, and recovery support within the Matawa First Nations. This role strengthens community capacity by ensuring that MHC and member communities have the tools, training, coordination, and resources needed to effectively manage a wide range of health services.

For more details, please review the Special Projects Coordinator 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 (with travel to Matawa remote communities)

**Salary:** \$80,000 to \$110,000

**Term:** Full Time

**How to Apply:** Please send your cover letter and resume with three references to:

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

**Deadline:** Open Until Filled

**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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