



INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

Position: Post Secondary Coordinator

Summary: Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario.

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.

The MECC located in Thunder Bay, Ontario, provides a unique learning environment to support students as they move toward the successful completion of their secondary education and continue on their pathways to work, Matawa is inviting applications for the position of **Post Secondary Coordinator** with the Matawa Education Department.

As a member of the Matawa Education Team, the Post Secondary Coordinator will oversee the entire Post Secondary Department. Support the Matawa Post Secondary Advisory Committee and Liaise with external agencies and organizations.

Preferred Qualifications/Requirements:

- 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.

The successful applicant will be required to submit a current Vulnerable Sectors Criminal Record Check and TB skin test. This is a (1) one year contract position with the possibility of extension pending funding for the position and successful evaluation.





We offer competitive salary in the range of \$85,000 to \$100,000 commensurate with education and work experience. We offer a full benefits program, including pension contributions, upon successful probationary period.

Please submit cover letter with resume and three employment references to:

Matawa First Nations Management
Re: Post Secondary Coordinator
200 N. Lillie St Thunder Bay, Ontario P7C 5Y2
Fax: (807) 768-3301
Email: education@matawaeducation.ca

Thank you for your interest in working with the Matawa Education Department, however only successful applicants will be contacted.

Application Deadline: January 19, 2026 at 4:30 p.m.

