



EMPLOYMENT OPPORTUNITY

Position: Human Resources 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 **Human Resources Coordinator**.

Position Summary:

The Human Resources (HR) Coordinator is responsible for managing a broad range of human resource functions to support the overall operations of MHC. This role provides leadership in recruitment, onboarding, benefits administration, payroll support, employee relations, performance management, and compliance. Reporting directly to the Executive Director and working closely with the MHC management team, the HR Coordinator plays a critical role in fostering a positive workplace culture and ensuring the organization's HR practices meet strategic and operational goals.

For more details, please review the Human Resources 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
Salary: \$60,000 - \$75,000
Term: Full Time
How to Apply: Please send your cover letter and resume to:

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

Deadline: Friday, April 24, 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
Head Office: 101 Poplar Cres, Ginoogaming First Nation, P0T 2A0
P: 807-346-2370 | Toll Free: 1-833-625-3611 | Confidential Fax: (807) 346-2371
www.matawa.on.ca

