

## EMPLOYMENT OPPORTUNITY

### Position: Social Emergency Coordinator

**Summary:** Reporting to the HSMB Director, the Social Emergency Coordinator is primary responsible to co-develop new capacity-building programs for emergency management within Matawa First Nations Management and its First Nations for responding to social emergencies through all five pillars of emergency management: prevention, mitigation, preparedness, response, and recovery. This position works in a matrix environment, which requires strong and effective working relationships with colleagues, communities, health service providers, and various internal and external partners. The Social Emergency Coordinator supports all Matawa First Nations to advocate for quality of life for social wellness and respond to social emergencies.

### Qualifications/Requirements:

- Preferred College Diploma in Emergency Management or related field with 2-3 years of work experience in crisis, health and social emergency management
- Extensive work experience with First Nation, Provincial and Federal Governments
- Must provide a certified criminal record check and/or a vulnerable sector check
- Excellent communication, facilitation, planning, coordination and organizational skills
- Extensive knowledge and understanding of emergency management
- Ability to travel extensively
- Must be willing to work flexible hours and on an on-call basis
- Understanding of Matawa communities, culture, traditions and practices
- Possess a valid Drivers' Licence

**Salary:** \$70,000 annually

**For additional information re: Social Emergency Coordinator position, please view the Job Description on the Matawa website:**

<https://www.matawa.on.ca/recruitment/careers/>

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

Matawa First Nations Management  
**ATT:** Human Resources Department  
**RE:** Social Emergency Coordinator  
**Mail:** 233 Court Street South  
Thunder Bay, ON P7B 2X9  
**Email:** [careers@matawa.on.ca](mailto:careers@matawa.on.ca)

**Closing Date:** Thursday May 28, 2026, at 4:30pm EST

*We thank all applicants for their interest however, only those selected for an interview will be contacted.*

