



EMPLOYMENT OPPORTUNITY

Position: Administration and Programming Manager

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 Cooperatives 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 an **Administration and Programming Manager**

Position Summary:

Matawa Health Co-operative is seeking a compassionate and community-focused Administration and Programming Manager who will provide strategic oversight and leadership to several key operational and programming teams, including fleet and transportation and programs and service delivery. They will ensure that internal systems and community-based programming are aligned with MHC's organizational goals and values. This role supports collaboration across all department, ensures regulatory and policy compliance, and contributes to the overall effectiveness and cultural responsiveness of MHC services.

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

www.matawa.on.ca

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

Benefits of Working with Matawa Health Co-operative:

- 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.
- EFAP (Employee & Family Assistance Program) available to all employees.
- Competitive salaries and paid vacation time.
- Making a difference for Matawa communities.

Location: Thunder Bay, Ontario (with travel to Matawa road-access and remote communities)

Salary: \$85,000 - \$94,000 (based on education and experience)

Term: Full-Time

Please send your cover letter and resume with three employment references to:

How to Apply: Matawa Health Co-operative
RE: Administration and
Programming Manager
523 Algoma St. North
Thunder Bay, ON P7A 5C2
Fax : (807) 346-2371
Email : careers@matawa.on.ca

Closing Date: Wednesday, September 9, 2026, by 4:30 PM

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.

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