Matawa EDUCATION

EMPLOYMENT OPPORTUNITY

Position: IT Technician and Data Specialist- Matawa Education and Care Centre

Background:

Formed in 1988, Matawa First Nations Management (Matawa) is a Tribal Council providing services to nine member communities in Northern Ontario. The organization is dedicated to providing its members with advisory and support services in the areas of communications, economic development, education, finance and business, health, membership, and technical services.

The Matawa Education Department supports quality, accessible, community-based educational services for eight Matawa First Nations communities of Aroland, Eabametoong, Nibinamik, Long Lake #58, Ginoogaming, Neskantaga, Marten Falls 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 Learning Centre, a private secondary school located in Thunder Bay; and coordinates the Student Nutrition Program for 6 communities.

Matawa is inviting applications for the position of **IT Technician and Data Specialist** with the Matawa Education Department.

Position Summary:

Reporting to the Executive Director, Principal and Vice Principal, the IT Technician and Data Specialist will provide front-line technical support to MECC staff and students and will maintain the IT help desk. They will set up, troubleshoot and maintain end-user computers, laptops, printers, mobile devices, classroom technology, video conferencing, and audio-visual equipment, and will support live-streamed school and community events. They will escalate issues beyond Tier 1 support to the Matawa IT Department or managed IT service provider. They will also design and maintain data collection and processing systems for importing information into the student information system (PowerSchool). In addition to design and data, the IT Technician will also develop custom webpages and tools for PowerSchool, using HTML and SQL.

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: **www.matawa.on.ca.**

Preferred Qualifications and Experience:

The ideal applicant will have:

- Completion of a post-secondary program in information technology, or an equivalent combination of education and experience
- Strong working knowledge of Windows operating systems and Microsoft 365 (e.g., Outlook, Teams, OneDrive)
- Basic working knowledge of Apple based technologies
- Understanding of basic cybersecurity practices for end users (e.g., password security, phishing awareness, antivirus)
- Basic networking knowledge, including TCP/IP, DHCP, DNS and Wi-Fi, sufficient to troubleshoot end-user connectivity issues
- Experience with PowerSchool (or a similar student information system), including data entry, reporting, and custom pages
- Understanding of school and community needs which utilize remote satellite internet access

Salary: $70,000- $90,000 annually

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

Matawa First Nations Management
200 North Lillie Street
Thunder Bay, ON P7C 5Y2
RE: **IT Technician and Data Specialist**
Fax : (807) 768-3301
Email : careers@matawa.on.ca

Closing Date: Friday, December 4, 2026, by 4:30pm

We thank all applicants for their interest in working with Matawa First Nations, however only those selected for an interview will be contacted.