INTERNAL / EXTERNAL POSTING

EMPLOYMENT OPPORTUNITY

Position: Receptionist Part-Time - Matawa Education and Care Centre (MECC)

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 seven Matawa First Nation communities: Aroland, Eabametoong, Nibinamik, Long Lake #58, Ginoogaming, Neskantaga, 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 Centre (MECC), a private secondary school located in Thunder Bay and coordinates the Student Nutrition Program for 6 communities.

The MECC Receptionist provides day-to-day support, reception duties and administrative assistance to the Matawa Education and Care Centre. Reporting to the Executive Director: Education Department, and the MECC Administration, the MECC Receptionist is responsible for the daily office operations and procedures to ensure the effectiveness and efficiency within the Matawa Education and Care Centre.

Position Summary:

The MECC Receptionist is the first point of contact for visitors and/or callers to the Matawa Educatiom and Care Centre. Communicating in a positive, friendly, and informative manner, the MECC Receptionist provides information or refers inquiries to staff as required. Reception duties also include screening of request related to the MECC and its staff and students and further ensuring that access to the Matawa Education and Care Centre is monitored and controlled.

The MECC Receptionist shall provide administrative support for staff and for the Matawa Education and Care Centre. These supports include managing correspondence; file management; inputting data; coordinating appointments, travel, and meetings; assisting and referring callers; maintaining student and school records and managing the general office environment.

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

Preferred Qualifications/Requirements:

- Diploma in office administration and a minimum of three (3) years experience, or an equivalent combination of education and experience
- Computer literate, preferably Apple environment, ability to use different office software programs and applications
- Knowledge and understanding of First Nation and Ontario education systems
- Knowledge of office administration
- Ability to maintain a high level of accuracy in preparing and entering of information
- Knowledge of human resource information, maintaining confidentiality
- Must provide a current Criminal Records Check/Vulnerable Sector

Salary: $ 45,000 - $ 55,000 annually

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

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

Closing Date: Thursday December 3, 2026 by 4:30pm

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