Matawa
First Nations Management

EMPLOYMENT OPPORTUNITY

Position: Women's Shelter and Housing Manager

Summary:

The Women's Shelter and Housing Manager is responsible for the overall staffing requirements of both the Shelter and the Housing Units, ensuring the delivery of trauma-informed, culturally safe, and high-quality services for women and families. This leadership role includes overseeing daily operations, supervising staff, managing finances, and engaging community partners and Elders in creating a holistic healing environment. The Women's Shelter and Housing Manager must be able to respond effectively in a 24/7 crisis setting while ensuring safety, accountability, and cultural integrity across all programs and services.

Qualifications/Requirements:

The incumbent must have the following:

- A post-secondary degree related to social science, political science, public policy, or public administration.
- A minimum of 2 years of positive experience collaborating with Indigenous Peoples and/or First Nation programs and policies.
- Minimum 3 years of leadership experience in a 24-hour crisis, shelter, or social service program.
- Experience supervising staff and managing budgets in a high-demand environment.
- Previous work experience in a Women's Shelter
- Demonstrated knowledge of trauma, family violence, and Indigenous healing frameworks.
- Valid G Class Driver's License.
- Valid current Vulnerable Sector Criminal Records Check and First Aid/CPR.

For additional information for the Women's Shelter and Housing Manager position, please view the Job Description on the Matawa website: www.matawa.on.ca

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Salary: $ 95,000 - $110,000 annually

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

Matawa First Nations Management
ATT**:** Human Resources Department
RE: Women's Shelter and Housing Manager
Mail: 233 Court Street South
Thunder Bay, ON P7B 2X9
Email: careers@matawa.on.ca

Closing Date: Monday, November 30, 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.