



WOODLAND
CULTURAL CENTRE

OUTREACH COORDINATOR

Location: Woodland Cultural Centre (184 Mohawk Street, Brantford, ON)
Position: Outreach Coordinator
Hours: 37.5 hours per week
Rate of Pay: \$20.00/per hour
Start Date: July 24, 2017
End Date: December 22, 2017 with the potential to extend one year subject to the availability of funding.

The Woodland Cultural Centre is seeking one highly motivated individual to assist with the Save the Evidence campaign. The Outreach Coordinator assumes responsibility for the Save the Evidence campaign. The Outreach Coordinator assumes responsibility for the Save the Evidence campaign, including the coordination and research of survivor stories as part of Phase 3 of the project. The Coordinator will be working in conjunction with the Executive Director, other WCC staff, and the Save the Evidence Advisory Committee to provide support for the Save the Evidence campaign and complete other duties as required.

Preference will be given to applicants of First Nations ancestry.

Responsibilities

- Coordinate and schedule survivor engagement sessions for Mohawk Institute Residential School survivors.
- Work closely with videographer to complete survivor videos within timeframe and budget.
- Document and digitize archival documents and photographs from survivors/families.
- Coordinate all speaking events, and information booths at community events.
- Assist the Executive Director with fundraising efforts such as: grant writing and reporting.
- Manage campaign project budgets and critical path.
- Facilitate meetings with, and provide reports to the Advisory Committee.
- Research history of Mohawk Institute Residential School and other Residential Schools across Canada.
- Conduct guided tours of Mohawk Institute Residential School when needed.
- Complete other administrative duties as assigned.

Qualifications

- Must possess a post-secondary degree in one of the following: Marketing, Business Administration or Arts Administration or with 3-5 years related work experience.
- Must have strong communication skills
- Must be an organized individual
- Must possess a strong knowledge of Residential Schools
- Must work well in group setting.
- Must have a valid driver's license and vehicle

If interested please send cover letter, resume and three letters of reference to: Woodland Cultural Centre, ATTN: Paula Whitlow, Executive Director, 184 Mohawk St, Brantford, ON N3S 2X2 or pwhitlow@woodlandculturalcentre.ca. Deadline to apply is July 18, 2017 by noon.

Please Note: Only those selected for an interview will be contacted.

184 MOHAWK ST. BRANTFORD, ON. N3S 2X2
WOODLANDCULTURALCENTRE.CA
519-759-2650