



## Employment Opportunity: Projects Coordinator

Job title: Projects Coordinator  
Reports to: Executive Director  
Application Deadline: 4 pm on Tuesday, March 31, 2020  
Hourly Wage: \$20/hr, 30hrs per week  
Job Status: Part-time Permanent

### Job Description

The Projects Coordinator is the lead on operating grants, and provide oversight for all project grant funding for the Woodland Cultural Centre. They curate a database of funding sources, keeps copies of supporting documents, and coordinate the applications and reporting for the Centre's grants. They are also the primary contact for all grant, unless otherwise indicated by the Executive Director. The Projects Coordinator is also responsible for ensuring that staff are alerted to relevant upcoming grant deadlines.

### Duties and responsibilities include:

- Coordinate with the Executive Director and Manager of Operations, and be the main contact for all WCC operational grants, and project grants unless otherwise designated by the Executive Director.
- Work in tandem with department heads and project leads to provide oversight, help coordinate, reviewing, and the submission of applications and reports.
- Liaise with funding agencies to ensure advocacy on behalf of WCC in conjunction with, and under the direction of the Executive Director
- Work in tandem with the Finance and Executive Office on approved applications and reporting, particularly with regards to project budgets and financial projections.
- Build and maintain a database of all Woodland grants and funding sources, as well as the contact information of their respective grant officers.
- Track the status of applications and final reports to ensure the WCC is in good standing.
- Seek out and recommend funding opportunities that align with WCC's annual program planning.

### Qualifications

- Experience in public grant writing and reporting for core, capital, and multi-year projects in the arts, museum, and heritage sectors, with a track record of success.
- Background in research and report writing.
- Experience and skills in project management.
- Ability to multitask, prioritize competing priorities, and be solutions-oriented.
- Attention to detail, professionalism, and confidentiality.
- Strong communication and interpersonal skills.
- Experience creating, maintaining, and reporting on project budgets, with strong proficiency in building and maintaining budget sheets and using formulas.
- Strong proficiency in working with and formatting complex documents and templates, and creating and working with fillable Word/PDF forms.
- Advanced knowledge and experience with the following programs: Windows OS, Mac OS, Microsoft Office Suite, Adobe Creative Cloud Suite, GoogleDrive.
- Excellent organizational skills, and competence with both digital and paper filing.
- Able to work as a team as well as independently.
- Understanding of Haudenosaunee cultural history and current issues.
- Knowledge of the Woodland Cultural Centre, the Mohawk Institute, and Residential Schools.
- Possession of a clear Police Records and Vulnerable Sector check or willingness to obtain.
- University degree in a related field or equivalent is an asset.



W O O D L A N D  
C U L T U R A L C E N T R E

### **Working Hours**

The Projects Coordinator's regular hours are from 9:00am-4:30pm, Monday-Thursday. Special events, deadlines, and off-site meetings may require travel and work outside of regular hours. Please note this is a part-time, permanent position.

### **Application Details**

Preference will be given to applicants of Indigenous heritage.  
Only those applicants selected for an interview will be contacted.

Applicants shall submit a cover letter, current CV or Resume, proof of qualifications and three references by 4 pm Tuesday March 31, 2020 to:

Woodland Cultural Centre  
Attn: WCC Executive Director  
184 Mohawk Street  
Brantford ON N3S 2X2  
519 759-2650

[administration@woodlandculturalcentre.ca](mailto:administration@woodlandculturalcentre.ca)