



WOODLAND
CULTURAL CENTRE

Student Job Posting

Job Title: Special Projects Assistant
Duration: Starts immediately, 9-week position, possibility of extension
Wages: \$14.00/hour, 30 hours per week

Description:

The Woodland Cultural Centre is seeking an individual to assist in Community Outreach, Fundraising, and Administrative organization at the Centre. This position requires a highly motivated individual who is interested in gaining experience in community engagement, partnership development, fundraising strategy, social media marketing, and administration. This position works directly with the Outreach and Administrative Coordinators.

Job Duties:

- Assist in all stages of fundraising endeavors, including off-site activities (if any)
- Assist the Save the Evidence Coordinator in updating the database and expanding our community partnerships
- Assist the Administrative Coordinator in filing, and organizing the Google Drive
- Assist in the planning and implementation of a fundraising Social Media and Marketing strategy
- Assist in preparations for Orange Shirt Day and our upcoming Survivors Gathering
- Occasional front desk reception, welcoming guests as they come in and using the POS (if necessary)
- Be familiar with the Centre's programs and upcoming events
- Promote a positive image of Woodland Cultural Centre to the community and the public

Qualifications:

- Interest in helping the Woodland Cultural Centre develop and expand community partnerships
- Knowledge of relevant computer software (emphasis on Microsoft Office and Google Drive)
- Good organizational skills, and willing to learn in an office environment
- Reliable access to internet, as this position will be largely done remotely
- Effective verbal and listening communication skills
- Time management skills, and completion of assigned projects
- Able to work as a team as well as independently
- Experience working on a fundraising campaign would be considered an asset
- A full G licence with reliable access to a vehicle would be considered an asset
- Knowledge of one or more Indigenous Languages would be considered an asset
- Applicants MUST be returning to full time education and be under the age of 25

All applicants for this position should submit a current CV or resume, cover letter, and two references. Preference will be given to applicants of Indigenous ancestry.

If interested, please send cover letter and resumé with references immediately to:
Woodland Cultural Centre, 184 Mohawk Street, Brantford, ON N3S 2X2
Attn: Melissa Mt. Pleasant
(519) 759-2650 administration@woodlandculturalcentre.ca
Only those selected for an interview will be contacted