



WOODLAND
CULTURAL CENTRE

Student Job Posting

Job Title: Education Program Assistant
Duration: September 23 - December 31 2020, Part time
Wages: \$14.00/hour, Contract is 246.5 hours total

Description:

The Woodland Cultural Centre offers an opportunity for a youth to assist in the Centre's education program. This position requires a highly motivated student who works well independently, has an education, research, or administrative background, and is interested in helping develop and expand digital educational programming in the areas of Indigenous cultures, histories, arts, and language.

Job Duties:

- Assist in managing education programming and group bookings requests
- Compile an inventory of arts and craft supplies
- Build and test kits for workshops
- Research and assist in adapting workshops for online access
- Assist in the facilitation of online workshops
- Assist in finding new multimedia and audiovisual materials for educational programs
- Catalogue the educational resource available at the Centre
- Occasional front desk reception, welcoming guests as they come in and using the POS
- Be familiar with the Centre's programs and upcoming events
- Promote a positive image of Woodland Cultural Centre to the community and the public
- General administrative duties as required

Qualifications:

- Interest in helping the Woodland Cultural Centre develop and expand educational programming
- Strong computer literacy (Microsoft Office, Google Drive, Zoom)
- Good organizational skills, and willing to learn in an office environment
- Reliable access to internet, as this position will have some remote working
- Effective verbal, written, and telephone communication skills
- Time management skills, and completion of assigned projects
- Able to work as a team as well as independently
- 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 a full-time student, and be under the age of 25 at the start of the placement

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 heritage.

If interested, please send cover letter and resumé with references by September 21 2020 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