



WOODLAND  
CULTURAL CENTRE

**Job Posting**

**Job Title:** Dwadwenaga:dat Language Centre Assistant  
**Division:** Language Department, Woodland Cultural Centre  
**Wages:** \$14.25/hour, 35 hours per week  
**Duration:** May 10th - August 27th 2021 (16 weeks)

**Job Duties:**

- Assist the Language Department with inventory, data-entry, and cataloging the collection
- Digitize Archival paper & audio/visual documents
- Unpack/Shelve language resource materials and create a welcoming space
- Assist in the transcription and development of language materials & resources
- Assist with setting up the Dwadwenaga:dat Language Centre in the Mohawk Institute Building
- Follow Woodland Personnel Policies, and Museum Policies
- Interact with the public in a professional and courteous manner

**Qualifications:**

- Understanding of Haudenosaunee cultural history and current issues
- Effective verbal and listening communication skills
- Familiar with both Mac & PC operating systems, or willing to learn
- Time management skills, and completion of assigned projects
- Able to work as a team as well as independently
- Research skills would be considered an asset
- Graphic design skills and/or experience with audio editing considered an asset
- Indigenous language proficiency, and knowledge of ACTFL would be considered an asset
- Knowledge of Residential School, in particular, the Mohawk Institute Indian Residential School is considered an asset.
- Ideal candidates will have familiarity with at least one Onkwehón:we language, and/or attend an Onkwehón:we language program.

Applicants must qualify for GREAT summer student funding to be qualified for the position. Only those applicants selected for an interview will be contacted. Applicants must have access to transportation to Woodland, and access to reliable internet in the case of working remotely.

Applicants shall submit a cover letter, resume, and two references by **4 pm Monday April 19, 2021**, to:

Administrative Assistant  
Woodland Cultural Centre  
184 Mohawk Street, Brantford ON N3S 2X2  
519 759-2650 [administration@woodlandculturalcentre.ca](mailto:administration@woodlandculturalcentre.ca)

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