



WOODLAND
CULTURAL CENTRE

Job Posting

Job Title: Fundraising Assistant
Duration: 16 weeks, Starting September 27th 2021
Wages: \$18/hour, 35 hours per week (7 hours per day, 5 days per week)

Description:

The Woodland Cultural Centre is seeking a youth to assist with Fundraising initiatives, including the Save the Evidence Fundraising Campaign. This position requires a highly motivated individual who is interested in gaining experience in database management, tracking of donations, development, partnership development, fundraising strategy, social media marketing, and administration.

Job Duties:

- Assist in all stages of fundraising endeavors, including the Save the Evidence Campaign
- Assist in maintaining our fundraising files and databases
- Assist with major fundraising initiatives like Orange Shirt Day and Giving Tuesday
- Administration related to donor management, including thank you letters and website updates
- Assist in the planning and implementation of fundraising Social Media and Marketing strategy
- Possible front desk reception coverage, 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

Qualifications:

- Experience working with excel, and working knowledge of basic excel formulas and functions
- Knowledge of relevant computer software (emphasis on Microsoft Excel, Outlook, and Teams)
- Good organizational skills, and willing to learn in an office environment
- Effective verbal and listening communication skills
- Time management skills, and completion of assigned projects
- Able to work as a team as well as independently
- An understanding of the impact of Residential Schools is an asset
- Experience working on a fundraising campaign is an asset
- Experience working with CanadaHelps, or any donor management software is an asset

This position is generously funded by the Pathways to Success Program through the Indigenous Professional Association of Canada. Applicants must be Indigenous youth, and be between the ages of 17-29 at the start of the contract.

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 Wed Sept 22, 2021**, to:

Administrative Assistant, Woodland Cultural Centre
184 Mohawk Street, Brantford ON N3S 2X2
519 759-2650 administration@woodlandculturalcentre.ca

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