



WOODLAND
CULTURAL CENTRE

JOB POSTING

Posting Period: January 21 – February 18, 2022 @ 4:00p.m.
Position: Educational Enhancement Project Coordinator
Location: Woodland Cultural Centre
Job Status: Full-Time Contract until December 31, 2022
Hours of Work: 37.5
Salary Range: \$16.50 - \$21.00/hr

SUMMARY

Reporting to the Librarian, the Educational Enhancement Project Coordinator will perform various administrative functions for the coordination of the Mohawk Institute Educational Enhancement Project to support the Librarian. The candidate must possess exceptional communication, organizational, and multi-tasking skills. The chosen candidate will serve as a first point of contact for the project and work within the policies and procedures established by the Woodland Cultural Centre.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize and schedule meeting logistics; prioritize requests and adjust calendar to accommodate requests.
- Act as a point of contact for the Educational Enhancement Project. Answering, screening calls, and responding to general inquiries as it pertains to the Project.
- Assist Librarian in preparing/reviewing workshop and interview material, marketing material and preparing contracts.
- Represent the Librarian by attending meetings in the Librarian's absence.
- Prepare presentations as well as compose and edit first drafts of various correspondence (letters, invoices, reports, memos, etc.).
- Book interviews with videographer and survivors.
- Book meeting space and organize travel arrangements, agendas and itineraries.
- Prepare project information packages - identify, collect, collate and forward materials.
- Act as recorder at meetings to prepare minutes as well as provide other logistical support for committees and working groups.
- Reconcile and prepare expense reports and input into expense reporting system.
- May provide information/materials for website updates and social media.
- Other Administrative duties as required.

QUALIFICATIONS

- Must possess a post-secondary degree or diploma or minimum 2 years demonstrated related work experience in Indigenous studies; history; marketing and communications.
- The ability to perform well under pressure and to assess and prioritize workload.
- Excellent time management skills.
- Good verbal and written communication skills.
- Proactive with the ability to problem solve and anticipate needs.

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519-759-2650



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- Demonstrated professionalism and an understanding of the importance of confidentiality
- Knowledge of residential school history an asset.
- Reliable and able to work independently.
- Ability to handle the public with tact, discretion, and with a pleasing personality.

ADDITIONAL SKILLS AND ABILITIES

- A strong work ethic with a focus on accuracy and attention to detail.
- The ability to perform well under pressure and to assess and prioritize workload.
- Excellent time management skills.
- Good verbal and written communication skills.
- Proactive with the ability to problem solve and anticipate needs.
- Demonstrated professionalism and an understanding of the importance of confidentiality
- Knowledge of residential school history an asset.
- Reliable and able to work independently.
- Ability to handle the public with tact, discretion, and with a pleasing personality.

EDUCATION / EXPERIENCE

Minimum Requirements:

- Must possess a post-secondary degree or diploma or minimum 2 years demonstrated related work experience in Indigenous studies; history; marketing and communications.
- Must be an organized individual
- Must be able to work with minimum supervision
- Must possess a strong knowledge of Residential School history.
- Must work well in group settings
- Knowledge of Microsoft Office applications or willing to learn.
- Experience managing schedules and booking meetings.
- Must pass a police record check.
- Flexible (extra hours may be required on occasion).

IMPACT OF ERROR

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Woodland Cultural Centre.



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CULTURE

Woodland Cultural Centre serves to preserve and promote Indigenous history, art, language and culture.

EXTERNAL/INTERNAL RELATIONSHIP

Community Members, Contractors, Government Agencies, Council Members, Woodland Cultural Centre Staff, Tourism Partners, Maintenance Contractors, Business Partners, and Vendors.

WORK ENVIRONMENT

- This position requires normal physical effort.
- This position requires normal visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

REPORTS TO

Librarian

SUBMISSION PROCESS:

All applicants for this position should submit a cover letter, resume, and three references.

Preference will be given to applicants of Indigenous heritage.

Closing Date: February 18, 2022 at 4:00 pm

If interested, please send cover letter and resumé with references to:

Woodland Cultural Centre
184 Mohawk Street, Brantford, ON, N3S 2X2

Administrative Assistant
(519) 759-2650
administration@woodlandculturalcentre.ca

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Please Note:

- Only those applicants who meet the qualifications will be contacted for an interview
- Police Record Check and copies of education will be required at the time of Offer of Employment

Nia:wen/Thank You

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