



WOODLAND
CULTURAL CENTRE

Job Posting

- Job Title:** Library Assistant
- Reports to:** Librarian
- Duration:** January 16, 2023 – May 5, 2023 (16 weeks)
- Wages:** \$18 per hour; 35 hours per week (7 hours per day, 5 days per week)

Job Purpose:

Under the direction of the Librarian, assumes responsibility for the organizing of the library's vertical files, cataloguing and processing materials related to the history, language, artistic practices and teachings of the Haudenosaunee culture and other First Nations of North America.

Job Duties:

The Library Assistant is responsible for working within the strategic operations of the Woodland Cultural Centre Research Library. This includes:

- Program Administrative
 - Attend staff meetings
- Program Delivery
 - Assist with organizing the library's vertical files
 - Catalogue library materials on the WCC online catalogue
 - Process library materials for public access
- Networking, partnerships, collaboration
 - Work with other WCC departments, researchers, and Residential School Survivors

Qualifications:

- Possess knowledge and understanding of Indigenous people, their culture, history and traditions, especially in Ontario
- Detail oriented
- Effective verbal and listening communication skills
- Able to work as a team as well as independently
- Time management skills and completion of assigned tasks
- Familiarity with the Woodland Cultural Centre and its collection
- Possess knowledge of the WCC's mandate, programs, services, and resources
- Library experience not necessary but is an asset

Physical Requirements:

- The Library Assistant position is heavy in office work, however there are times when heavy lifting is required. This would be in the range of boxes of books that would be 25lbs or less.



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Applicants must be **17 - 29 year old Indigenous youth** to qualify for the funding of this position.

Only those applicants selected for an interview will be contacted.

Applicants shall submit a cover letter, resume, and two references to:

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