Job Posting - Education

Job Title: Education Assistant
Duration: May 13, 2024 through August 30, 2024
Wages: $16.55/hour, 35 hours/week (5 days/week onsite – some evenings and weekends)

Job Purpose:
Within the Centre's Education program, the Education Assistant provides support for facilitating in-person tour programs. The Assistant will work in conjunction with the Cultural Interpreters in ensuring the quality of programming and providing positive visitor experiences. They will also be researching a new workshop and creating an inventory of kits for programming.

Responsibilities:
- Research and become familiar with the Education program, Hodinohsho:ni culture and practices and the history of Residential Schools
- Participate in training as deemed appropriate by the Manager of Education
- Facilitate in-person tours and workshops as determined by the Manager of Education
- Assist with tour and workshop preparation and Centre-wide events and activities
- Organize supplies and build kits for workshops and programming
- Research and develop a new Educational workshop
- Participate in and contribute to all staff and professional meetings required of the position
- Complete other tasks as assigned
- Ensure and maintain office space and equipment in a satisfactory manner

Qualifications:

- Must be highly organized and detail-oriented
- Excellent oral and written communication skills required
- Able to function well independently as well as within a team setting
- Customer service skills, outgoing and pleasant personality
- Knowledge of Hodinohsho:ni/Ongwehonweh culture and language is an asset
- Previous museum/tourism experience is an asset

As this position is generously funded by GREAT, only applicants eligible for GREAT funding can apply.
Must have reliable transportation to Woodland.

If interested, please apply with a cover letter, resume, and two references to:
Woodland Cultural Centre
184 Mohawk Street, Brantford ON N3S 2X2
519 759-2650
administration@woodlandculturalcentre.ca