



WOODLAND
CULTURAL CENTRE

Job Posting

Job Title: Marketing Assistant
Duration: 12 weeks (June 3/24 – Aug 23/24)
Wages: \$16.55/ hour, 35 hours per week (5 days per week onsite – some evenings and weekends)

Job Purpose:

The Woodland Cultural Centre is seeking a youth to assist in Marketing, and to help create visual support materials for a number of different projects and events. This position requires a highly motivated and self-directed individual who is interested in gaining experience in marketing, the creation of visual support materials, social media marketing, basic administration, and in expanding their photography portfolio. Supervision provided by the Development and Marketing Manager.

Job Duties:

- Attend all Woodland events and effectively take photos for the use of social media and other purposes throughout the organization
- Lead marketing initiatives for the Centre's events, exhibitions, and programming
- Monitor the Centre's social media accounts, routinely post to our accounts' stories, respond to comments and messages, and other follower engagements
- Website updates and news article postings
- Creation of marketing materials and social media content, including TikTok videos
- Other administrative duties, such as, managing invoices, working with budgets, etc.
- Support Visitor Services as needed, welcoming guests as they come in and using the POS
- Be familiar with the Centre's mission, programs and upcoming events
- Promote a positive image of Woodland Cultural Centre to the community and the public

Qualifications:

- Knowledge and experience in photography and photo editing
- Knowledge of relevant computer and social media software (i.e. Adobe Photoshop, Instagram, Facebook, TikTok, Canva, Microsoft Office, etc.)
- Artistic skills and creativity and experience in graphic design
- Good organizational skills, and willingness to learn in an office environment
- Effective oral and written communication skills
- Time management skills, and completion of assigned projects
- Able to work as a team as well as independently

This placement is generously funded by the Government of Canada through the Young Canada Works program. Applicants must qualify for this program to be eligible for this position. We thank all who apply, but only those applicants selected for an interview will be contacted. As an Indigenous Cultural Centre, preference will be given to Indigenous applicants.

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

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