



WOODLAND  
CULTURAL CENTRE

**Qgweh̄qweh/Onkwehonweh Language Administrative Assistant**

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| Location:    | Woodland Cultural Centre, 184 Mohawk Street, Brantford, ON                    |
| Position:    | Qgweh̄qweh/Onkwehonweh Administrative Assistant                               |
| Department:  | Dwadwenaga:dat Language Centre  |
| Hours:       | 37.5 hours per week   |
| Rate of Pay: | \$22/hr (7.5 hours per day, some evenings or weekends as required for events) |
| Contract:    | April 7, 2025 – December 5, 2025 (35 weeks)                                   |

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**About the Woodland Cultural Centre**

The Woodland Cultural Centre (WCC) is a non-profit organization dedicated to the preservation, promotion, and education of Indigenous cultures and languages. As part of our long-running restoration of the Mohawk Institute (MI) building, we will be re-opening the Dwadw̄naga:dat Language Centre to the public. This centre will serve as a hub for language resources, lessons, translations, community access and more.

**Position Overview**

We are seeking a highly motivated and organized individual to join our team as the Qgweh̄qweh/Onkwehonweh Administrative Assistant. This role is essential for the successful setup of re-opening and operation of the Dwadw̄naga:dat Language Centre. The Administrative Assistant will handle a variety of administrative tasks to support the Language Department, ensuring smooth daily operations and contributing to front desk duties, ongoing projects and professional development.

**Job Description:**

1. Assists in designated administrative details using initiative and judgment as required.
2. Prepares and maintains filing system of all records, reports, correspondence, purchase orders, invoices and maintains data files.
3. Responds appropriately and professionally to a variety of questions regarding the Dwadw̄naga:dat Language Centre from the general public.
4. Maintains a current and up-to-date mail and digital contact list.
5. Participates in staff development training as required and recommended.
6. Endorses the goals and objectives of the Woodland Cultural Centre and adheres to the Centre's policies and directives established by the Board of Directors.
7. Ability to meet deadlines working within specific time frames.
8. Orders, records and files all expenditures of Dwadw̄naga:dat Language Centre.
9. Assists with the development and formats on-going digital and print catalogues for Department Archive
10. Assists with the ongoing development and management of Language Resource/Reference Centre.



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## Qualifications

- Must possess a post-secondary degree or diploma or minimum 2 years demonstrated related work experience in office administration.
- **Proficiency of any of the Hodiñhsyq:ni languages is preferred but not required**
- Must have strong communication and leadership skills.
- Must have a solid work ethic, be well organized and work both within a group and independently
- Must be able to work with minimum supervision
- Must possess a strong knowledge of Six Nations Communities and their Languages
- Due to location of office: Must have a valid driver's license and vehicle
- Ability to type/keyboard in Mohawk, Cayuga and Onondaga texts considered an asset
- Must be able to work in the Office Software Suite: Word, Excel, Power Point etc.

*Please note that this is not a remote position, the chosen candidate can expect to be onsite for the duration of the contract. This position will be working within the former Mohawk Institute Residential School building, including the archival space in the basement. Due to the sensitive nature of the space, some applicants may feel uncomfortable. Candidates selected for an interview will be given a tour of the archival space to ensure they will be able to work in the building.*

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

**by Tuesday, March 18th, 2025:**

Administrative Assistant

Woodland Cultural Centre

184 Mohawk Street, Brantford ON

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519-759-2650

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