



WOODLAND
CULTURAL CENTRE

ADMINISTRATIVE COORDINATOR

JOB POSTING

Salary 40,000.00 – 45,000.00 annually

The Woodland Cultural Centre is currently seeking an Administrative Coordinator. Under the direction of the Executive Director and the Projects and Grants Manager, the Administrative Coordinator assumes the responsibilities for administrative duties including but not limited to: coordination and scheduling of meetings for Executive office, organization and filing of documents and records, maintaining reports, and records, taking meeting minutes, proofreading and copyediting, aiding with preparation of submissions to funding bodies, assisting with Board meeting preparation including printing and copying, and other general admin duties.

Qualifications:

- Post secondary diploma or degree (or demonstrated equivalent experience) with an emphasis on business, administration or social sciences
- Highly organized with an exceptional attention to detail
- Strong communication skills both verbal and written
- Proficient in Microsoft Office Programs
- Ability to multitask, set priorities and meet tight deadlines
- Time management skills, and completion of assigned projects
- Possess knowledge and understanding of Indigenous people, their culture, history and traditions, especially in Ontario
- Possess a knowledge of the Woodland Cultural Centre's mandate, programs, services and resources
- Confidentiality is mandatory in this position

The Administrative Coordinator's regular hours are from 9-4:30, Monday to Friday, however some evenings or weekends may be required on occasion.

If interested, please send cover letter and resumé with references by 4 pm on Dec. 22nd, 2023 to:

Woodland Cultural Centre
184 Mohawk Street, Brantford, ON N3S 2X2
Attn: Chris Ashkewe
Associate Director
(519) 759-2650
administration@woodlandculturalcentre.ca

**Note: Only those selected for an interview will be contacted.
As an indigenous organization, indigenous applicants will be
given preference.**

184 MOHAWK ST. BRANTFORD, ON. N3S 2X2 |
WOODLANDCULTURALCENTRE.CA
519-759-2650