

GREAT Summer Student Job Description

Position: Administrative Assistant

Location: SNLC Head Office, 50 Generations Drive

Duration: 16 weeks

Weekly Hours: 35

Job Summary

- The Administrative Assistant will support the creation and organization of the language resources and documents. Assist in improving the material content, and digitization of current resources. The successful candidate will work closely with SNLC team members to develop digital and printable resources, assist with content creation and contribute new and innovative learning tools and ideas for language learners. Engage with the community at events with SNLC.

Key Responsibilities

- Assist in the development of language and cultural learning materials (language worksheets, activity books, guides and pamphlets).
- Organize digital and physical language documents.
- Support creation of social media materials (posting of word of day).
- Assist in engagement activities within the community.
- Participate in meetings and brainstorming sessions with SNLC staff.
- Support administrative tasks related to resource organization and distribution.

Qualifications

- Currently enrolled in a post-secondary program.
- Knowledgeable of Haudenosaunee languages and revitalization.
- Basic proficiency in Microsoft Office (Word, Excel, PowerPoint) and/or Google Suite.
- Ability to work independently and collaboratively in a team environment.
- Illustration/design experience or digital content creation (Adobe, Canva, etc.)
- Ability to speak an Ogwehoweh language an asset.