



*The Ottawa Aboriginal Coalition acknowledges that we are on unceded Algonquin-Anishinaabe territory.*

**Title:** OAC Project Support Position

**Start Date:** September 2024

**Full-time Contract Position**

\$35 hour (35 hours a week)

**Term:** One year contract

**Location:** Ottawa

### The Ottawa Aboriginal Coalition

The Ottawa Aboriginal Coalition is made up of Executive Directors from the Ottawa Indigenous service organizations in Ottawa. The Coalition meets regularly throughout the year to identify emerging issues and joint priorities based on their work in the community and provincial and national issues impacting urban Indigenous people. The Coalition works within a Relationship Framework that identifies the key relationships that are built and maintained to ensure that the needs of Indigenous people are addressed in Ottawa. The Coalition is engaged with the broader Ottawa Indigenous community and non-Indigenous partners including hosting a community gathering and Elders' lunches each year.

### Job Summary

The OAC Program Support position works closely with the OAC Project Coordinator and OAC Facilitator to support specific projects that the OAC is working on. The OAC Project Support will work as a team member to support the Coalition in key programs and initiatives.

### Duties/Responsibilities:

#### **1. Support specific OAC programs and projects**

- Community Gathering
- Elder's Lunches
- Career Fair
- Inuit VAW Shelter meetings
- Housing and Homelessness Strategy
- Indigenous Mental Well Being Strategy

#### **2. Support the organization of the Elder's Circle**

- Logistics (location, food, conference call details).
- Providing agenda and support documents to participants.
- Minute-taking and preparation of Record of Discussions.
- Follow up on meeting decisions.
- Provide monthly updates to the OAC and Team.

#### **3. OAC Member organization supports**

- Support member organizations as needed

#### **4. Collective responsibilities (with other OAC staff)**

- Develop and implement promotional and community development strategies that help strengthen the capacity of individuals and communities.
- Respect and reflect the leadership role of the OAC.
- Promote capacity building in Indigenous community and people.



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**Working with the OAC Relationships Coordinator and OAC Facilitator**

- 5. Support to the other OAC positions as required**
- 6. Other related duties as deemed essential.**

**Competencies:**

- Excellent verbal and written communication with the ability to build trust and rapport with community members.
- Experience working with Indigenous community members.
- Interest and experience in Indigenous community development and ensuring that Indigenous community members in Ottawa experience a sense of belonging.
- Experience with Microsoft Office: Word, Excel, Outlook, and PowerPoint
- Fluency in English.

**Additional Information:**

- Flexibility of working hours to accommodate community member schedules
- Most work is a combination of in person and zoom or a hybrid approach.
- COVID Vaccines and boosters are required as you will be working with Elders and vulnerable community members.

This position requires that the person is able to work either from the OAC office at 150 Elgin Street in downtown Ottawa and/or from their home office. The person is required to be able to travel throughout Ottawa to attend meetings and to pick up materials for the OAC, at times.