



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

Special Events and Communications Coordinator

Title: Special Events and Communications Coordinator

Start Date: November 2025

Six Month Contract Position

\$72,800 (annual salary) \$40 hour

Term: Until July 15, 2026 (and possible renewal based on funding)

Location: Ottawa

Closing Date: November 4th, 2025 at 4pm

Preference will be given to First Nations, Inuit or Métis candidates (please self-identify to receive preference).

The Ottawa Aboriginal Coalition

The Ottawa Aboriginal Coalition is made up of Executive Directors from eight Ottawa Indigenous service organizations in Ottawa. The Coalition meets a number of times 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.

OAC –Special Events and Communications Coordinator Job Description

Position Summary:

The Special Events and Communications Coordinator supports and coordinates the special events of the OAC. There are approximately four key special events each year: the Community Gathering, Red Dress Day, Career Fair, the Tree of Hope Campaign. In addition, the position supports other teams to put on events and workshops. The SEC Coordinator is also responsible for the website and the social media strategy.

Primary Duties

1. Lead and plan the coordination of the special events of the OAC based on the Concept papers developed by the OAC Facilitator.
2. Develop timeline or critical path for each event to ensure delivery of the event.
3. Conduct site selection process for location of events and provides final recommendation report to the OAC Facilitator

4. Working with the OAC Administrative Coordinator, negotiate with various suppliers (e.g. hotels, conference facilities, promotional material supplier, and/or transportation providers) for the best possible rates and products;
5. Working with the OAC team contribute to the event content including the development of the agenda, program and themes;
6. Identify and support staff requirements to ensure adequate administrative event support;
7. Coordinates staff resources during all events;
8. Prepare all materials for distribution;
9. Ensure communication materials are distributed to the membership including registration information;
10. Working with the OAC Administrative Coordinator, coordinate registration of delegates, observers and special guests;
11. Creates event evaluations and prepares summary of feedback report for the OAC
12. Oversee the maintenance and upgrades to the OAC Website
13. Helps to develop overall communications strategy and implementation including the social media strategy.
14. Prepare materials to supplement communications work on issues and campaigns undertaken;
15. Maintain the maintenance of news clippings, photographic and other information files with regards to the Ottawa Aboriginal Coalition
16. Maintain high ethical standards

Secondary Duties

1. Contribute to a harmonious team environment within the OAC and amongst the partners of the project.
2. Attend OAC staff meetings.
3. Attend appropriate workshops, seminars, and training sessions as required and as assigned to remain current and up-to-date on topics of concern to the work assignments for the position.
4. Work with the OAC Traditional Knowledge Holders and Elders that are part of the OAC for debriefing and for advice to support Indigenous tenants.
5. Monthly reports on the project for the OAC.
6. Track and send time sheets every two weeks to OAC facilitator.
7. Ensure relevant documents are uploaded to internal OAC platform.
8. Attend and help with various OAC initiatives as needed/directed by the OAC facilitator.

Qualifications:

Post-secondary diploma or degree in communications and event planning with a minimum of two (2) years work experience in a similar or related position specifically in the Indigenous community; OR

A minimum of four (4) years proven experience in the Indigenous community doing this type of work.

Skills Required

- Strong interpersonal skills when dealing with both internal and external stakeholders;
- Ability to establish, build and maintain productive and collegial relationships with UCTE/PSAC staff, external stakeholders and service providers;
- Ability to be discreet; to participate in discussions and discern when not to divulge confidential information without having to be directed.
- Must be sensitive to the unique needs of Indigenous community members.
- Must have a proficient level of communication skills, verbal and written.
- Must have a demonstrated ability to organize and facilitate wellness workshops.
- Knowledge of the Ottawa local Indigenous community services and supports.
- Must have a demonstrated commitment to self-care and wellness.
- Must possess excellent organizational and time-management skills.
- Must be willing to work flexible hours including evening and weekend hours
- Excellent computer skills an asset.
- Must have, or be capable of obtaining certification in CPR and First Aid and may be required to attend other appropriate training/certification courses as required.
- Must possess a current and valid Driver's License and dependable vehicle.' including 2 million liability insurance.
- Must produce a clean CPIC (Criminal records check) annually.

Additional Information:

- Flexibility of working hours at times
- Work is conducted primarily in person, with some meetings on zoom.
- COVID Vaccines and boosters are required as you will be working with Elders and vulnerable community members.

To apply:

Please submit your resume: admincoordinator@ottawaaboriginalcoalition.ca

Include a covering letter and a resume.

Thank you for considering this opportunity.