



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

Inuit VAW Shelter Coordinator

Title: Inuit VAW Shelter Coordinator

Start Date: November 2025

One Year Contract Position

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

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

Location: Ottawa

Closing Date: Tuesday November 4th, 2025 at 4pm

Preference will be given to First Nations, Inuit or Métis candidates. High priority will be given to Inuit 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 –Inuit VAW Shelter Coordinator Job Description

The Inuit VAW Shelter Coordinator

The Ottawa Aboriginal Coalition is looking for an Inuit VAW Shelter Coordinator to support the work being done in the development of the Inuit VAW Shelter. All of this work is done in a collaborative approach working closely with the OAC Facilitator, the Architects and Project Development group and the Inuit VAW Advisory Committee. In the next year, there will be a number of key milestones for the Shelter including: near completion of the building, establishment of the governance structure, hiring of the staff team and development of the operational framework for the shelter.

Primary Duties

1. Work closely with the VAW Inuit VAW Shelter team including weekly meetings, follow up out of the meetings and maintaining key files that need to be moved forward to fulfill OAC responsibilities to the team.

2. Build effective working relationships with all of the stakeholders in the project including the OAC Facilitator, the Architects, the construction managers, the Project Development group and the Inuit VAW Advisory Committee.
3. In collaboration with others, and building on the work done to date, develop an operational plan for the shelter including the programming that will be happening in the shelter.
4. Develop a hiring plan for the key positions that will need to be hired as part of the shelter.
5. Participate in the hiring process for the positions.
6. Develop the draft operational and governance policies for the shelter.
7. Design and implement the recruitment, orientation, training, retention, evaluations and performance management for the Shelter.
8. Ongoing communication with the OAC Facilitator on risk issues and key issues related to the VAW Inuit Shelter.
9. Maintain high ethical standards and maintain confidentiality at all levels.

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 the project development at the community level 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 social and/or community development fields and helped to build or establish a new initiative.

Skills Required

- 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 for client based programs and services.
- 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.