



OTTAWA ABORIGINAL COALITION
#1008 - 150 Elgin Street, Ottawa, ON K2P 1L4

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

Title: OAC Research Coordinator

Start Date: August 31st, 2026 (or earlier)

Full-time Position

Location: Ottawa

Closing Date: August 3rd, 2026

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

Job Summary:

The Ottawa Aboriginal Coalition is hiring a Research Coordinator. The Research Coordinator will join the Ottawa Aboriginal Coalition to support the OAC in doing community-based urban Indigenous research projects. The role involves coordinating; conducting and analysing research alongside a team of Indigenous researchers, following Indigenous community-based research methodologies. A relevant post-secondary degree, Indigenous experience, strong communication skills, teamwork, and flexibility in scheduling work hours are required. The current OAC Research workplan includes a number of projects: Collectively Caring for Indigenous Children and Youth, Urban Indigenous Palliative Care, Indigenous Housing and Homelessness Strategy and the Indigenous Well Being Strategy.

The Ottawa Aboriginal Coalition

The Ottawa Aboriginal Coalition (OAC) is made up of Executive Directors from eight Indigenous service organizations in Ottawa. The Coalition meets at least 9 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.

Accountabilities:

1. Adhere to established Indigenous research methodologies while gathering, compiling, and organizing research data and materials.
2. Coordinate and support research projects, including project planning, organization, timelines, and implementation.
3. Modify and adapt research methods, techniques, and procedures under the direction of the OAC Facilitator.
4. Carry out intermediate-level statistical analyses using SPSS or equivalent software within collaborative working groups.
5. Conduct literature reviews and synthesize findings for reports, presentations, community materials, and, at time, journal articles.
6. Contribute to the preparation and organization of reports, papers, presentations, and other knowledge-sharing materials.

7. Organize and coordinate research committee meetings, including scheduling, agendas, follow-up tasks, and communication.
8. Respond to enquiries relating to research projects and act as the first point of contact for research-related communications.
9. Maintain research project records and ensure documents are organized, updated, and stored, including minutes, reports, communications, and related materials.
10. Ensure relevant research documents and materials are uploaded and maintained on internal platforms.
11. Plan and support research-related workshops, community events, presentations, and engagement activities.
12. Attend weekly OAC research staff meetings, OAC staff meetings, and other scheduled meetings as required.
13. Track and submit hours and required administrative documentation on a bi-weekly basis.
14. Respond to emails and maintain ongoing communication with OAC staff, partners, and community members.
15. Perform other related duties as outlined by the OAC Facilitator.
16. Knowledge and/or experience of Indigenous data sovereignty is an asset.

Qualifications:

Education: Completed a relevant post-secondary degree (ie Indigenous Studies, etc.) and/or relevant experience.

Experience: Minimum of 6 months of related experience working in Canada with an Indigenous community- preferable in an urban Indigenous community , especially in doing culturally safe research projects.

Competencies:

- Excellent verbal and written communication.
- Strong interpersonal skills with the ability to build trust and rapport with Indigenous community members and partners.
- Interest and experience in Indigenous health and community-based research for Indigenous community by Indigenous community.
- Experience with Microsoft Office: Word, Excel, Outlook, and PowerPoint.
- Ability to work well under limited supervision.
- Experience with design software (Adobe Suite, Canva) is an asset.
- Experience with Geospatial and Mapping software is an asset.
- Fluency in English. An asset to speak an Indigenous language

Additional Opportunities: This role has room to incorporate your strengths outside of traditional research tasks. Previous research coordinator incorporated:

- Graphic design within PowerPoints, infographics, and community-based documents.
- Website work
- Mentorship

- Supporting and leading aspects of OAC events (e.g., Red Dress Day, Career Fair, Community Gathering, etc.).
- Participating in Elders' Lunches
- Supporting the Inuit VAW Shelter

Additional Information:

- Flexibility of working hours at times.
- Hybrid work environment (in-person and zoom as needed).

To apply:

Please submit your resume and cover letter to: admincoordinator@ottawaaboriginalcoalition.ca.

Thank you for considering this opportunity.