



Southwest Ontario  
Aboriginal Health  
Access Centre

## Indigenous Relations Coordinator, repost

<b>Status:</b>	Full-time, permanent
<b>Location:</b>	Chippewa of the Thames (Muncey, Ontario)
<b>Hours:</b>	35 hours/week
<b>Paid Time Off:</b>	3 weeks of vacation, plus sick days, spiritual/cultural leave, birthday
<b>Benefits:</b>	Comprehensive health, dental and more
<b>Pension:</b>	HOOPP (defined benefit plan)
<b>Deadline:</b>	Open until filled

**Southwest Ontario Aboriginal Health Access Centre (SOAHAC)** is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, wholistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the Southwest, Waterloo Wellington and Erie St Clair regions. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. It is SOAHAC's objective to build health care capacity within Indigenous communities. Currently, we are seeking the services of an **Indigenous Relations Coordinator** to join our interdisciplinary staff team to work at our **Chippewa site**.

Reporting to the Director, Indigenous Relations, the Indigenous Relations Coordinator is responsible for providing senior administrative assistance and support to the Director, Indigenous Relations and their team. will be required to interact with a diverse group of stakeholders across various settings. The Indigenous Relations Coordinator will support the work towards the enhancement of relationships between Indigenous populations/communities/organizations and SOAHAC. They will actively participate in internal, external, local and regional committees/groups in support of cultural services to SOAHAC as required.

### Requirements

- Post-secondary education in office administration, business management, or project management
- 3-5 years' experience working in a coordinator or administrative support role
- Experience working with Indigenous populations
- Broad knowledge in the area of community health, primary healthcare and health promotion.
- Ability to collect and analyze data, including familiarity with computer software applications.
- Excellent organizational, oral and written communication skills
- Travel within London and area, as well as SOAHAC sites as required
- Valid Ontario "G" Driver's license; personal auto insurance and access to a reliable vehicle
- Willingness to participate in ongoing Indigenous Cultural Safety Training, teachings and ceremonies
- Clean and current police check as a condition of employment
- Up to date immunization record including at least 2 COVID-19 vaccinations

## **Responsibilities**

- Prepare professional and confidential correspondence, memos and documents
- Liaising with Leadership team to develop meeting agendas, prepare reports and obtain material for the Board of Directors, Chief Executive Officer, Community Partners, Ministry, or Indigenous communities as required
- Coordinating and organizing meetings, travel accommodations, meeting space, and other logistic requirements for meetings & events
- Coordinating, keep up-to-date and maintaining work schedules and calendars of Director, Indigenous Relations. Scheduling, updating and advising the Director, Indigenous Relations of meetings, speaking engagements and appointments
- Conducting research and compiling information for draft reports
- Drafting policies, procedures and other professional documents as directed
- Assisting with special projects when required
- Implementing financial processes in the performance of duties such as purchase orders, cheque requisitions, requests for payments, etc.
- Supporting the public relations strategy and working with SOAHAC's Communications provider as part of the Director, Indigenous Relations' portfolio
- Ordering, designing, developing and distributing public relations pamphlets and supplies
- Liaising with Ministry staff, Chiefs and Councils, First Nation Administration, Board of Directors, lawyers and other organizations and agencies
- Preparing annual reports, news releases, communiques and newsletters

***This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.***

SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants (please self-identify). SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

**If you are interested in applying for this position, please forward your cover letter and resume to:**

Email: [careers@soahac.on.ca](mailto:careers@soahac.on.ca)

Subject line: **Indigenous Relations Coordinator, Chippewa**

Or mail to: **Human Resources  
Southwest Ontario Aboriginal Health Access Centre  
425 - 427 William Street,  
London, ON N6B 3E1**

*Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: [www.soahac.on.ca](http://www.soahac.on.ca) or like us on [www.facebook.com/soahac](https://www.facebook.com/soahac) to learn more about us!*

*We thank all those for applying but only those selected for an interview will be contacted.*