



OPTIONS BYTOWN

380 Cumberland Street • Ottawa, ON • K1N 9P3

Job Description

Position: Reconciliation Action Plan (RAP) Implementation Coordinator-Contract

Reports to: Manager of Community and Partnership Development

Hours: 6 hours per week

Contract end date: July 2026

Wage: \$30.65/hour

Position summary: The [Reconciliation Action Plan](#) (RAP) Implementation Coordinator will support the Manager of Community and Partnership Development in the implementation of Options Bytown's RAP. Options Bytown created a RAP that guides the organization in taking respectful, appropriate and effective actions to support the specific needs of the First Nations, Inuit and Métis members of our community. The Coordinator will support the delivery of key RAP action items, which can be found in detail within the Reconciliation Action Plan.

The coordinator will serve on the Options Bytown's RAP working group, which is responsible for the oversight, review, and reporting in relation to the RAP.

Main Duties:

- Identify and plan events for staff, tenants, and clients to support the recognition and intent of the National Day for Truth and Reconciliation and National Indigenous Peoples Day
- Organize annual engagement and feedback sessions with Indigenous partners, clients and tenants, and other RAP stakeholders.
- Identify opportunities to integrate Indigenous protocol in other aspects of Options Bytown's practice.
- Inform internal and external communications in relation to the RAP
- Facilitate access to Knowledge keepers and Elders for on-going support and learning
- Assist in the development of tools for staff to support the participation in RAP outcomes including identifying training needs
- Other duties as required

We all deserve a home. Nous méritons tous un chez-soi.



OPTIONS BYTOWN

380 Cumberland Street • Ottawa, ON • K1N 9P3

You may not have all of the qualifications listed, but Options Bytown values and recognizes the importance of bringing your lived experience and perspectives to this work. If you feel you have the formal and/or informal experience to do this, we encourage you apply!

What's needed for the job?

- While all qualified candidates will be considered, priority will be given to Indigenous candidates
- Experience having worked with Indigenous communities and peoples on issues related to housing is considered an asset

What skills would help you in this role?

- Strong communication skills both orally and written
- Strong work ethic and commitment to the values of Options Bytown
- Great organizational and time management skills

What would be nice to have?

- A post-secondary education is great to have, but experience and ability to support the RAP comes first
- Knowledge and grounding in Indigenous traditions and/or Indigenous language
- Complementary training, education, and work experience are considered assets

A vulnerable sector check is required for this position **having a criminal record may not exclude you from the hiring process, all applicants with concerns about undergoing a records check are invited to contact Human Resources for support in the application process.*

Options Bytown is committed to developing diversity within our workforce and to increasing Indigenous representation. While all qualified candidates will be considered, priority will be given to qualified Indigenous candidates, and applicants are asked to self-identify on their cover letter.

Options Bytown is committed to providing quality services by establishing a qualified workforce that reflects the diverse population that it serves. We encourage applications from all qualified individuals, including those with lived experience of homelessness, substance use, and/or mental health.

Options Bytown welcomes and encourages applications from individuals living with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Accessible formats and communications are available on request by contacting Human Resources at eteeter@optionsbytown.com.

We all deserve a home. Nous méritons tous un chez-soi.