



NACM Project Manager

Title: NACM Project Manager

Reports to: NACM Director

Location: Montréal QC hybrid workspace, or remote

Background

The National Aboriginal Council of Midwives' (NACM) mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. NACM advocates for the restoration of midwifery education, the provision of midwifery services, and choice of birthplace for all Indigenous communities consistent with the U.N. Declaration on the Rights of Indigenous Peoples.

Job Summary

NACM is a small, Indigenous-led, non-profit organization. NACM is currently leading several critical and innovative projects. Our team is growing, and we are looking for a skilled, value-driven project manager to support the Director and Project Leads in the coordination and implementation of our programs and initiatives.

The successful candidate must demonstrate excellent project coordination and management, communication, and administrative skills. We value kindness, respect, and collaboration. We emphasize a human-centered approach to our work ethic and a commitment to health and well-being of the Team, Leadership, membership, and our communities. The successful candidate must demonstrate excellent working in an Indigenous organization and with Indigenous communities, knowledge-holders, and subject-matter experts.

Primary Duties and Responsibilities

- Work closely with NACM's Director and NACM Projects Leads to coordinate the planning and implementation of NACM's projects, including the development of annual work plans, tracking progress and deliverables, supporting monitoring and evaluation activities
- Develop budgets, track expenditures, and prepare donor reports
- Using the organization's project management tools, support communication pathways between consultants, project leads, administrative staff, volunteers and other collaborators throughout the life of the project
- Support Project Leads in coordinating internal Committees and Working Groups, scheduling meetings, gathering committee subject-matter expertise and feedback, coordinating follow-up and alignment with project objectives
- Support the Team in the development and adoption of innovative approaches to implementing complex projects within tight timeframes while prioritizing organizational values
- Conduct human resource management tasks, including approving timesheets, coordinating staff schedules, vacation, time-off, planning Team



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meetings, taking notes, and supporting follow-up, supporting professional development initiatives and opportunities, and performance tracking

- Work closely with the Logistics Lead and Finance Team to ensure all expenditures comply with donor requirements and internal procurement policies

Qualifications, Skills, and Knowledge Requirements

- 3-5 years of project coordination/management experience
- Excellent administrative and organizational skills. Exceptional attention to detail and ability to document activities, key decision-points.
- Ability to work as part of a team, demonstrating flexibility and efficiency.
- Excellent interpersonal, time management and problem-solving skills.
- Ability to work independently, with multiple projects and tight deadlines.
- Experience coordinating or managing Federally funded projects
- Experience coordinating or managing Indigenous community-facing projects and initiatives and/or innovations
- Knowledge and understanding of contemporary issues facing Indigenous peoples in Canada, particularly surrounding infant and maternal health, midwifery, and key issues relevant to the promotion and protection of Indigenous rights.
- Demonstrated ability to work in a culturally safe way
- Excellent written and verbal communication skills
- Excellent computer skills (Word, Excel, Power Point, Outlook, Internet).

Additional Assets

- Knowledge of NACM and Indigenous midwifery
- Knowledge of the profession of midwifery and model of care.
- Bilingualism in both official languages.
- Experience in the non-profit sector.

Working Conditions & Location

- Fixed term, 2-year position, ending March 2024 between 21 and 28 hours/week (flexible)
- Ability to work remotely, or from CAM's head office in Montreal, Quebec, a hybrid workspace

Applications

NACM is an Indigenous led and governed organization. Indigenous candidates are strongly encouraged to apply. Non-Indigenous candidates must have a commitment to working within an anti-oppressive framework.

Please follow these instructions:



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- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the text “NACM Project Manager” are included in the file name.
- Send your PDF by email with the subject “NACM Project Manager” to atassignon@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on May 30th, 2022.

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted. Resumes received will be held confidential, shared with the selection committee only, and be used only for the purposes of selection for this position.