



Communications Officer

Title: Communications Officer

Location: Remote

Fulltime 35 hrs/week

About CAM

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. Our work is focused on ensuring more equitable access to high quality sexual, reproductive, and newborn midwifery services in Canada and globally. To achieve this, we work in partnership with the National Aboriginal Council of Midwives (NACM), midwifery associations, midwives, and relevant stakeholders.

NACM's mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. Both CAM and NACM are governed autonomously but share infrastructure and human resources. Both organizations are staffed by a passionate team of individuals dedicated to providing support for midwives and Indigenous midwives and the profession of midwifery across Canada and globally.

Benefit to Working with CAM

- Employee Health Benefits Program: dental, medical, paramedical, life insurance (certain exceptions may apply) and Employee Assistance Program services
- Generous leave entitlements (starting at 3 weeks' vacation, generous paid time off for illness, personal days, family responsibilities), and additional paid time off for December holiday closure
- Flexible work hours and flexible hybrid work arrangement (home/Montreal office)
- Travel, learning, and professional development opportunities

CAM is deeply committed to ensuring our organization reflects the diversity of our members and of the clients they serve – this includes diversity of race, gender identity or expression, sexual orientation, religion, ethnicity, national origin, disability, and all other protected grounds under the Canadian Human Rights Act. CAM encourages submissions from applicants from diverse communities.

Job Summary

The Communications Officer will work closely with the communications team to develop content (electronic and print materials), write newsletters and annual reports, review translations, maintain CAM's social media channels and update websites as required.

The successful candidate must possess strong writing skills in English, intermediate French skills both oral and written, experience implementing social media and web strategies or campaigns to reach specific audiences and a good understanding of graphic design.

This is an entry-level position with opportunities to grow within the organization.



Primary Duties and Responsibilities

- Update and maintain websites according to a schedule and the priorities of the organization in English and French.
- Post content on social media channels in both official languages and monitor discussions.
- Develop, distribute, and monitor e-communications in both official languages using a variety of platforms.
- Develop content (writing) for newsletters and annual reports.
- Provide design input on publications or other materials.
- Liaise with graphic designers.

Qualifications, Skills and Knowledge Requirements

- Diploma or degree in communications, graphic design, or a related field, or equivalent work experience.
- 3-5 years of professional experience in social media, communications, graphics or a related field.
- Excellent writing skills in English, intermediate skills in French.
- Bilingualism (French/English).
- Professional experience using social media and developing web-content.
- Knowledge of Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Experience taking photos, short videos, and editing for social platforms.
- Solid understanding of design, layout, color, and typography.
- Experience working with content management systems for websites (i.e. WordPress, headless CMS).
- Excellent organizational skills and strong attention to detail for proofreading and reviewing print-ready or web-ready content.
- Ability to work independently and as part of a team.
- Experience in communications work with not-for-profit organizations is an asset.

Working Conditions & Location

Candidates may work remotely.

CAM offers bookable workspace at our offices in Montreal QC if desired.

All candidates must be eligible to work in Canada.

Applications

We welcome applications from individuals of all backgrounds and abilities. Should you require an accommodation or adjustment, please indicate this in your application.

All offers of employment are conditional upon signing CAM's Employment & Human Resources Policies including but not limited to CAM's anti-harassment & anti-discrimination, anti-fraud, and protection from sexual exploitation and abuse policies.

Please follow these application instructions:

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the letters "CommunicationsOfficer" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "CommunicationsOfficer" to admin@canadianmidwives.org
- Candidates will be reviewed on a rolling basis; the posting will remain active until a candidate is found.

We thank all applicants for their interest however, only applicants selected for an interview will be contacted.