

## NACM Job Description

<b>Job title</b>	<b>Community Engagement and Events Coordinator</b>
<b>Reports to</b>	Director, National Aboriginal Council of Midwives
<b>Created on</b>	November 2022

### 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. Our vision is to see Indigenous midwives in every Indigenous community.

### Job Purpose

NACM is seeking a Community Engagement and Events Coordinator to support the planning and development of events and resources to increase awareness and growth of Indigenous midwifery in Canada.

Since 2017, NACM has been providing subject matter expertise to the Canadian government and other stakeholders to support the work of restoring Indigenous midwifery and birth in communities. We work together to share resources, plan, and articulate a community-led vision and action on returning birth to communities. NACM's work involves supporting and listening to communities and our members, Indigenous midwives, and midwifery students. NACM brings together diverse stakeholders, thought leaders and community visionaries to advance the goal of restoring midwifery and birth, as close to home as possible.

### Duties and Responsibilities

#### *Community Engagement*

- Support the Engagement Lead in the work of providing continued support for communities and Nations working to restore midwifery and birth services
- Participate in visioning and planning in community engagement events, activities, and resource development
- Work with community partners on diverse project activities and events (e.g., language and culture revitalization initiatives, community meetings)
- Co-coordinate project committees with Engagement Lead, including outreach and engagement with NACM membership
- Support development of communications materials, including newsletter content, infographics, videos, website content and social media messaging.
- Participate in editing and reviewing documents, including project reports as well as new resources such as the advocacy toolkit.

#### *Event Planning and Production*

- Plan and execute key project events: virtual and in-person events, including at least one virtual symposium and forum, several in-person meetings and the annual NACM gatherings.

- Liaise with venue for all meeting requirements (room set ups, room blocks, food and beverage, shipping, and handling of conference materials, etc.)
- Order supplies, audiovisual equipment, and translation services according to budgets.
- Manage event budget and provide periodic progress reports to Executive Director.
- Recruit, train and manage volunteers on-site.
- Coordinate all on-site logistics.
- Prepare and distribute online evaluation for delegates and exhibitors and prepare final report.
- Other key deliverables as need to advance our core project work.

## Qualifications, Knowledge, and Skill Requirements

### Required:

- Undergraduate degree in social sciences, with a focus on community development work or related field
- Minimum 3 years' experience working in community-based projects, research, or other related field
- Strong project and event coordination skills, including ability to set priorities and meet deadlines
- Excellent interpersonal skills and commitment to working collaboratively and safely with diverse stakeholder groups, including community members, Council/Association members, volunteers, donors, and other stakeholders.
- Ability to coordinate a variety of initiatives concurrently and within deadlines.
- High degree of resourcefulness, flexibility, and adaptability.
- Ability to work both independently and in a team environment
- Excellent computer skills, including experience with MS Office (Word, Excel, PowerPoint).

### Preferred:

- Knowledge of NACM and Indigenous midwifery
- Experience working in an Indigenous community context

### Knowledge Requirements:

- 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.

## Working Conditions

- Fixed term contract begins January 2022, ends March 31<sup>st</sup>, 2024. Renewable with available funding.
- 28-35 hours/week
- Work will take place remotely. Ability to travel to attend in-person meetings and events, including in rural and remote locations. All travel is organized and compensated for by NACM.
- Salary range: \$55,000-\$60,000 annually

## How to Apply

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, Indigenous framework.

*Please follow these instructions:*

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the text “Community Engagement Coordinator” are included in the file name.
- Send your PDF by email with the subject “Community Engagement” to [atassignon@canadianmidwives.org](mailto:atassignon@canadianmidwives.org)
- Deadline for applications is **5pm Eastern Time on January 5<sup>th</sup>, 2022.**

Applications will be accepted until the position is filled.

*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.*