



Communications Officer

Title: Communications Officer – Social Media

Location: Remote

Entry level (with opportunities to grow within the organization)

28 hrs / wk at \$25.73 / hr

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)
- Learning, and professional development opportunities
- Great organizational culture promoting a work-life balance

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 source and post content to CAM's social media. The Communications Officer will also build the weekly newsletter, items for the newsfeed and the quarterly online newsletter. The Officer will also be asked to deliver analytics as needed as well as support NACM and national projects as needed.

The successful candidate will be a strong self-starter with an interest in social media and online content creation.

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



Primary Duties and Responsibilities

- Source and publish 1 post per day to CAM’s social media (Facebook, Twitter, Instagram)
- Source and publish 1 post per week to the Executive Director’s LinkedIn and Twitter
- Monitor and respond to comments
- Build and send the weekly newsletter (content provided)
- Build posts for the newsfeed on canadianmidwives.org (content provided)
- Build quarterly online newsletter (The Pinard) (content provided)
- Deliver analytics as requested
- Support national projects, NACM, and additional projects as required

Qualifications, Skills and Knowledge Requirements

- Diploma or degree in communications, marketing, , or a related field, or equivalent work experience
- Professional experience in social media, communications, web content, or related experience
- Excellent writing skills in English, intermediate skills in French
- Excellent organizational skills and strong attention to detail
- Excellent time management
- Sense of initiative
- Experience with WordPress an asset
- Experience working with images, videos, and editing for social platforms an asset
- Knowledge of health care and/or midwifery an asset
- Ability to work independently and as part of a team

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.

How to apply:

- Send your CV and a cover letter in one PDF. Name the file with your First Name, Last Name and the words Communications Officer. 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.