



CAM ACSF

Midwives for everyone, everywhere

Des sages-femmes pour tous, partout

Looking for a new Admin Team Member!

Title: Logistics Assistant, National Programs

Reports to: Manager, Operations

Location: Hybrid (Montréal based)

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.

Benefits to Working with CAM

- Competitive salary and generous leave entitlements, including paid time for December holiday closure
- Employee Health Benefits Program: dental, medical, paramedical, life insurance (certain exceptions may apply) and Employee Assistance Program services
- Flexible hybrid work arrangement (home/Montreal office)
- Access to a bright, shared office space in a central location in Montreal as needed
- Great team atmosphere promoting 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 and 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

As CAM's Logistics Assistant for the National programs, you'll work with a team of committed administrative professionals to support the implementation of programming through a variety of administrative, clerical, and non-supervisory tasks. In your day to day, you'll have the opportunity to work on detailed assignments such as consultant travel arrangements, contract development, and preparing procurement documentation – both autonomously and with the support of the team.



CAM ACSF

Midwives for everyone, everywhere

Des sages-femmes pour tous, partout

To be successful in the role, you'll need to be detailed oriented, organized, and committed to following CAM's processes for each and every transaction. Most importantly, CAM's values of equity, respect, responsibility, and integrity will be demonstrated not only in your work, but in your interactions with team members and stakeholders alike.

In return, you'll work in a value driven organization while gaining valuable experience in the non-profit sector. There will be professional development opportunities to advance your skills, work-life balance, and mentorship from your supervisor. You'll refine your administrative capacity while developing a few new skills along the way.

Primary Duties and Responsibilities

Office Administration

- Coordinate domestic and international travel logistics for volunteers and consultants.
- Respond to general enquiries in a timely manner; forward incoming emails to the appropriate staff member, if necessary.
- Maintain hard copy and electronic filing systems.
- Create and modify documents using Microsoft Office 365.
- Facilitate the processing of contracts for consultants; prepare documents, complete necessary templates.
- Review and support the translation of documents, English to French.
- Other duties as assigned.

Financial Administration

- Assist in the review and completion of financial and procurement documents, such as travel advances and invoices.
- Support in developing consultant contracts and Terms of Reference; help the posting of consultant placements.
- Support consultants in completing expense reports and other relevant documentation.
- Review procurement documents for accuracy and completeness.

Qualifications, Skills, and Knowledge Requirements

At CAM, we recognize that experience comes in many forms, and a willingness to learn goes a long way. If your experience is close to what we're looking for, please consider applying.

- Education (i.e. CEGEP level or other) in Administration or related discipline.
- Demonstrated experience in office administration.
- Experience coordinating travel logistics, domestically and internationally.
- Excellent judgement and communication skills (verbal and written).
- Sound customer service skills (courtesy, discretion, flexibility, diplomacy) and attention to detail.
- Ability to remain calm and professional while working under tight deadlines.
- Excellent ability to organize, manage multiple tasks, self-manage and prioritize.
- Ability to work as part of a small team.



CAM ACSF

Midwives for everyone, everywhere

Des sages-femmes pour tous, partout

- Strong computer skills in Microsoft Office Suite.
- Fluently bilingual in French and English (verbal and written) to support programming across Canada.

Working Conditions & Location

- Hybrid Work; Work from home and CAM's head office in Montréal, Québec.
- Full-Time position, up to 35 hours/week.

Applications

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 letters "LogisticsAssistant" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "Logistics Application" to admin@canadianmidwives.org
- Deadline for applications is January 22, 2023.

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