

CAM is looking for an Executive Assistant

Title: Executive Assistant

Reports to: Manager, Operations

Location: Hybrid (Montreal 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 Executive Assistant to the Executive Director, you'll work with a team of committed administrative professionals to support through a variety of administrative, clerical, and non-supervisory tasks. In your day to day, you'll directly support the Executive Director in tasks such as scheduling, expense reports and travel arrangements, internal and external stakeholder communications, and other support as required.

To be successful in the role, you'll need to be detailed oriented, organized, and tactful. 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, 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.

Duties and Responsibilities

Executive Assistance

Assists the Executive Director with daily schedule and duties. Essential duties include the following:

- Acts as the administrative point of contact between the Executives and the internal and external key stakeholders.
- Manages the Executive Director's calendar and email inbox.
- Coordinates and manages Executive, Board, and committee meetings (scheduling, developing agendas and meeting materials).
- Produces expense reports and arranges travel for Board and Executive staff members.
- Drafts correspondence and presentations.
- Records, transcribes, and distributes notes/minutes of meetings.
- Manages other projects and supports work as needed to enhance administrative effectiveness and achieve organizational goals.
- Reviews operating practices and implements improvements where necessary.
- Upholds a strict level of confidentiality.
- Other duties as assigned.

Personal Characteristics

- Demonstrate strong interpersonal and customer service skills.
- Demonstrate excellent organizational skills and attention to detail.
- Able to take initiative and problem-solve.
- Team-focused, enjoys working as part of an active group of engaged individuals, sharing information readily with co-workers, and listening to and respecting others.
- A person who presents a high degree of maturity, honesty, and trust.

Qualifications, Knowledge, and Skills Requirement

- Education in administration or relevant discipline.
- Two (2) years of administrative experience in an office setting.
- Excellent verbal and written communication skills.
- Demonstrated ability to manage complex tasks and prioritize competing demands to meet deadlines.
- Excellent attention to detail, tact, discretion, and organization.
- Ability to work independently, and strong problem-solving skills.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel & PowerPoint).

- Bilingual in English and French (verbal and written) is a strong asset.

Additional Assets

- Experience working for not-for-profit organizations.
- Experience working for a members'-based organization.
- Knowledge of midwifery in Canada.

Working Conditions and Location

- Hybrid; work from home and CAM's head office in Montreal, Quebec.
- Full-time position, 35 hours per 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 "ExecutiveAssistant" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "Executive Assistant" to admin@canadianmidwives.org
- Deadline for applications is April 20, 5 pm Eastern Time, 2023.

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