

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 Council of Indigenous Midwives (NCIM), midwifery associations, midwives, and relevant stakeholders.

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

As a logistics assistant, you'll be working 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.



CAM ACSF

Midwives for everyone, everywhere
Des sages-femmes pour tous, partout

- 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.
- 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

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.

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 "NationalLogisticsAssistant" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "National - Logistics Application" to admin@canadianmidwives.org
- Deadline for applications is May 4th, 2023.

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