



Administrative Assistant, NCIM

Title: Administrative Assistant, NCIM

Reports to: Executive Director, NCIM

Location: Montréal, Québec

Contract: Full-Time (35 hours per week)

Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. The National Council of Indigenous Midwives' (NCIM) mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. Both organizations are governed autonomously but share office space and resources and both are staffed by a passionate team of individuals dedicated to providing support for midwives and the profession of midwifery across Canada and globally.

Job Summary

Under the direction of the Executive Director, NCIM, the Administrative Assistant will provide the necessary administrative and clerical support for NCIM. The qualified individual will provide clerical, data entry, and other office support functions and will serve as a point of contact for information to and from the organization. Responsibilities will include booking travel and meeting logistics, preparing expense reports, minute taking, formatting documents, drafting correspondence and communication with internal and external stakeholders.

Primary Duties and Responsibilities

Office Administration and Support

- Coordinate cost-effective, sometimes complex travel logistics for staff, volunteers, and consultants, domestically and internationally.
 - Liaise with the travel agent to book flights and accommodation.
 - Respond to general enquiries in a timely manner; forward incoming emails to the appropriate person as required.
 - Assist with scheduling meetings for NCIM staff and minute/note taking including use of polls or other tools to streamline bookings.
 - Update and maintain the NCIM Membership and Supportive Membership lists.
 - Perform general clerical duties such as photocopying, faxing, mailing, and filing.
 - Maintain hard copy and electronic filing system per organizational policies.
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- Create and modify documents using Microsoft Office 365 (SharePoint, Word, Excel, Power Point).
 - Provide clerical support with the development of contracts, position descriptions, and terms of reference.



- Work with Indigenous communities and community members in a trauma informed and culturally safe manner.
- Work with Indigenous staff in a trauma informed and culturally safe manner.

Financial Administration

- Assist in the review and completion of financial and procurement documents, such as travel advances, invoices, and expense reports.
- Review procurement documents for accuracy and liaise with CAM's finance team as required.
- Other duties as assigned.

Qualifications, Skills, and Knowledge Requirements

- Education (i.e. CEGEP level or other) in administration, secretarial studies or relevant discipline or equivalent combination of education and experience is required.
- Experience coordinating travel logistics, domestically and internationally.
- Excellent judgement and strong communication skills (verbal and written).
- Sound customer service skills (courtesy, discretion, flexibility, diplomacy) and attention to detail are essential.
- Ability to remain calm and professional while working under pressure.
- Excellent ability to organize, manage multiple tasks, self-manage, and prioritize; ability to meet tight deadlines.
- Strong computer skills in Microsoft Office (Word, Excel, Power Point, Outlook, Access).

Additional Assets

- Experience working with Indigenous organizations or communities is a strong asset.
- Ability to work in a culturally safe and trauma informed manner.
- Experience in the non-profit sector is considered an asset.

Working Conditions & Location

- Working remotely from your home office.
- Under some circumstances travel may be involved for gatherings, events, and community-based activities.
- Permanent, full-time position (35hrs/week).

How to Apply

We welcome all prospective applicants to submit their applications. At NCIM, we value the diverse perspectives and unique lived experiences that candidates bring to the table. Lived experience is taken into consideration when determining the level of individual qualification. NCIM 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 framework.



As a reminder, candidates are not required to possess all the qualifications listed above to apply. If you have any questions regarding the qualifications or job posting, please contact NCIM at admin@indigenoumidwifery.ca

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 "NCIM Administrative Assistant" are included in the file name.
- Send your PDF by email with the subject "NCIM Administrative Assistant" to admin@indigenoumidwifery.ca

***Deadline for applications is 5 p.m. EDT on September 17th, 2023.**

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.