



NCIM Project Manager

Job Title: NCIM Project Manager

Reports to: Executive Director, NCIM

Location: Remote

Contract: Full-Time (35 hours per week)

Background

The National Council of Indigenous Midwives' (NCIM) mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. NCIM advocates for the restoration of midwifery education, the provision of midwifery services, and choice of birthplace for all Indigenous communities consistent with the U.N. Declaration on the Rights of Indigenous Peoples.

Indigenous Midwives enable access to culturally-safe sexual and reproductive health care for Indigenous families, the return of birth to Indigenous communities, and a reduction in the number of medical evacuations for births in remote areas. As an organization, NCIM upholds the values of humility, respect, and compassion. To learn more about NCIM and its values, visit the [website](#).

Job Purpose

NCIM is a small, Indigenous-led, non-profit organization. NCIM is currently leading several critical and innovative projects. Our team is growing, and we are looking for a skilled, value-driven project manager to support the Executive Director and Project Leads in the coordination and implementation of our programs and initiatives.

The successful candidate must demonstrate excellent project coordination and management, communication, and administrative skills. The successful candidate must demonstrate excellence in working in an Indigenous organization and with Indigenous communities, knowledge-holders, and subject-matter experts.

At NCIM, we emphasize a human-centered approach to our work ethic and a commitment to health and well-being of the team, Leadership, membership, and our communities.

Duties and Responsibilities

- Work closely with NCIM's Executive Director and NCIM Projects Leads to coordinate the planning and implementation of NCIM's projects, including the development of annual work plans, tracking progress and deliverables, supporting monitoring and evaluation activities.



- Demonstrate excellent project coordination and management, communication, and administrative skills.
- Develop budgets, track expenditures, and prepare donor reports.
- Using the organization's project management tools, support communication pathways between consultants, project leads, administrative staff, volunteers, and other collaborators throughout the duration of the project
- Support Project Leads in coordinating internal Committees and Working Groups, scheduling meetings, gathering committee subject-matter expertise and feedback, coordinating follow-up and alignment with project objectives.
- Support the Team in the development and adoption of innovative approaches to implementing complex projects within tight timeframes while prioritizing organizational values.
- Conduct human resource management tasks, including approving timesheets, coordinating staff schedules, vacation, time-off, planning Team meetings, taking notes and supporting follow-up, supporting professional development initiatives and opportunities, and performance tracking.
- Work closely with the Administrative Assistant and Finance Team to ensure all expenditures comply with donor requirements and internal procurement policies.

Qualifications, Knowledge and Skill Requirements

- Knowledge and understanding of contemporary issues facing Indigenous peoples in Canada, particularly surrounding infant and maternal health, midwifery, and key issues relevant to the promotion and protection of Indigenous rights.
- Demonstrated ability to work in a culturally safe way.
- 3-5 years of project coordination/management experience
- Excellent administrative and organizational skills. Exceptional attention to detail and ability to document activities, key decision-points.
- Ability to work as part of a team, demonstrating flexibility and efficiency.
- Excellent interpersonal, time management and problem-solving skills.
- Ability to work independently, with multiple projects and tight deadlines.
- Experience coordinating or managing Federally funded projects.
- Experience coordinating or managing Indigenous community-facing projects and initiatives and/or innovations.
- Excellent written and verbal communication skills.
- Excellent computer skills (Word, Excel, Power Point, Outlook, Internet).

Additional Assets

- Knowledge of NCIM and Indigenous midwifery.



- Knowledge of the profession of midwifery and model of care.
- Experience in the non-profit sector.

Working Conditions

- Full-time (35 hours per week)
- Ability to work remotely, or from CAM's head office in Montreal, Quebec, a hybrid workspace

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 Project Manager" are included in the file name.
- Send your PDF by email with the subject "NCIM Project Manager" 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.