

Logistics Assistant, Operations & Global Programs

Title: Logistics Assistant, Operations & Global Programs

Reports to: Administrative, Manager

Location: Montréal, Québec

Hybrid Work: This position is from the Canadian Association of midwives (CAM)'s office in Montréal, Québec and from a home-based office.

Contract: Full-time (35 hours per week) - **6-month maternity leave replacement** (Preferably starting on June 1st, 2024)

Annual Salary Range: From \$42.000 to \$52.000 based on education and experience.

Background

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.

At CAM, we are a team of dedicated individuals committed to growing the profession of midwifery in Canada and around the world. We believe that our daily work and overall mission can best be accomplished by collaborating, contributing innovative and new ideas, and maintaining an open, honest, and respectful work environment. Our team members have diverse backgrounds and skill sets and contribute to maintaining a positive and inclusive workplace.

Benefits of 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.
- Group RRSP employer contribution plan.
- Flexible hybrid work arrangement (home/Montreal office)
- Access to bright, shared office space in a central location in Montréal as needed.
- Great team atmosphere promoting work-life balance.

As a logistic 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.

Job Summary

Under the supervision of the Administration, Manager, the Logistics Assistant work as a part of the Global Programs Team and provides support through a range of administrative, clerical, and non-supervisory tasks. The individual will be required to perform and coordinate detailed assignments to ensure all relevant processes are compliant with CAM and donor policy. The Logistics Assistant will gain valuable non-profit experience while helping to further CAM's mission and vision.

Primary Duties and Responsibilities

Office Administration

- Coordinate cost-effective, sometimes complex travel logistics for volunteers and consultants, domestically and internationally.
- Correspond with consultants and volunteers regarding travel arrangements.
- Respond to general enquiries in a timely manner, forward incoming emails to the appropriate staff member, if necessary.
- Perform general clerical duties such as photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system as per CAM protocol.
- Create and modify documents using Microsoft Office 365.
- Facilitate the processing of contracts for consultants; prepare documents, complete necessary templates.
- Provide support with the development of position descriptions and terms of reference; support the posting of placements.
- Provide support with organizing volunteer schedules, training, orientation, and maintaining volunteers' records.
- Other duties as assigned to ensure the smooth operation of CAM's Global Programs.

Financial Administration

- Assist in the review and completion of financial and procurement documents, such as travel advances and invoices.
- Support consultants in completing expense reports.
- Review procurement documents for accuracy.

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.
- One to 3 years demonstrated experience in office administration.
- Experience coordinating travel logistics, domestically and internationally.
- Experience in providing support to volunteers' activities, encompassing scheduling, training, and record maintenance.
- 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 pressure.
- Excellent ability to organize, manage multiple tasks, self-manage, and prioritize, ability to meet tight deadlines.
- Ability to work as part of a small team.
- Strong computer skills in Microsoft Office Suite.
- Fluently bilingual in English and French (verbal and written) is a strong asset; additional languages are considered an asset.

Working Conditions & Location

- Hybrid Work: This position is can either be performed from CAM’s office in Montréal, Canada and / or from a home-based office as needed.
- Contract Full-Time position, 35 hours/week.
- **6-month maternity leave replacement** (Preferably starting on June 1st, 2024)

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 text “Global Logistic Assistant” are included in the file name. Applications without cover letters won’t be considered.

Send your PDF by email with the **subject “Global Logistic Assistant Application”** to admin@canadianmidwives.org

Deadline for applications is 5pm Eastern Time on **Friday May the 10th, 2024.**

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.

We thank all applicants for their interest, however, only applicants selected for an interview will be contacted. The received resumes will be treated confidentially, shared only with the selection committee, and used solely for the purpose of the selection process for this position.