

Travel and Logistics Coordinator

Title: Travel and Logistics Coordinator

Location: Hybrid or Remote within Canada (EST preferred)

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. Our national programming is funded mostly by Health Canada, the Public Health Agency of Canada, other federal departments, private donors, and operational funding.

NCIM's mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. Both CAM and NCIM 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.

Benefit to Working with CAM

- Salary ranging between \$50,000 to \$57,000 (pro-rated), dependant on skills and experience
- Employee Health Benefits Program: dental, medical, paramedical, life insurance (certain exceptions may apply) and Employee Assistance Program services
- Generous leave entitlements (starting at 3 weeks' vacation, generous paid time off for illness, personal days, family responsibilities), and additional paid time off for December holiday closure
- Travel, learning, and professional development opportunities!

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 or 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

Reporting to the Manager, Operations, the Travel and Logistics Coordinator is responsible for coordinating complex domestic and international travel for the CAM Board of Directors, NCIM Core Leadership, CAM and NCIM Executives, staff, volunteers, and consultants of the Canadian Association of Midwives (CAM) and the National Council of Indigenous Midwives (NCIM). This includes travel to northern, remote, and international locations. The role ensures cost-effective, well-organized travel arrangements and provides logistical support before, during, and after travel to ensure smooth experiences for all travelers.

Primary Duties and Responsibilities

Travel Coordination

- *Coordinate complex domestic and international travel arrangements for CAM BoD, NCIM Leadership Circle and Co-chairs, CAM and NCIM executives, staff, volunteers, and consultants, including to northern and remote locations.*
- *Prepare and confirm travel itineraries; communicate key information and updates to travelers.*
- *Communicate regularly with travelers to confirm arrangements and respond to travel-related inquiries or changes.*
- *Track and maintain calendars and records of upcoming and completed travel.*
- *Provide logistical support to travelers during delays, cancellations, or other disruptions.*
- *Follow up on travel invoices to confirm accuracy and flag discrepancies.*
- *Ensure travelers have the necessary support resources, including emergency contacts and travel policies.*
- *Assist in the visa application process for international travelers and partners by providing supporting documentation and process information.*
- *Be available on-call during periods of active travel, as needed; time-off compensation and a cellphone stipend are provided.*
- *Maintain organized travel documentation and support internal reporting and reimbursement processes.*
- *Provide occasional support to the Administrative Team during periods of increased workloads or staff absence.*
- *Perform other administrative duties as assigned.*

Financial and Administrative Support

- *Liaise with the travel agent regarding monthly financial statements; reconcile discrepancies.*
- *Prepare and submit expense reports for travelers ensuring compliance with internal policies and procedures.*
- *Support in the development and maintenance of guidelines, policies, and procedures related to travel coordination.*

Qualifications, Skills, and Knowledge Requirements

- Diploma or certificate in administration, logistics, or a related field, or equivalent experience.
- 3+ years of experience coordinating travel and logistics in a professional setting, preferably in a not-for-profit environment.
- Demonstrated ability to manage complex itineraries and respond calmly to time-sensitive travel issues.
- Excellent communication and interpersonal skills.
- Strong organizational skills with attention to detail.
- Proficiency with Microsoft Office and cloud-based tools.
- Ability to manage competing priorities and meet deadlines.
- Comfortable working both independently and collaboratively.

Additional Assets

- Familiarity with travel coordination for Indigenous communities.
- Experience in a members-based organization.
- Bilingualism (English and French) is considered an asset.

Working Conditions & Location

- **Location:** Hybrid or Remote within Canada (EST preferred)
- **Work:** This position is 4 to 5 day a week, dependant on workload (28 to 35 hrs/week) and is conducted from a home-based office.

Applications

We welcome applications from individuals of all backgrounds and abilities. Should you require an accommodation or adjustment, please indicate this in your application.

All offers of employment are conditional upon signing CAM's Employment & Human Resources Policies including but not limited to CAM's anti-harassment & anti-discrimination, anti-fraud, and protection from sexual exploitation and abuse policies.

Please follow these application instructions:

- Send your CV and a cover letter in one PDF document and ensure that your first and last names and the title "TravelCoordinator" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "TravelCoordinator" to HR@canadianmidwives.org
- Application deadline is Monday, July 14th at 5 pm EST.

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