



## **Administrative Assistant, Procurement**

**Title:** Administrative Assistant, Procurement

**Contract:** Part Time (28 hours per week) – Hourly Rate Range from \$25.00 to \$28.00, depending on experience and skills.

**Location:** Hybrid (Home-Based & In-Office) or fully remote options available

### **About NCIM & CAM**

The National Council of Indigenous Midwives (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.

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. CAM's 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. CAM's national programming is funded mostly by Health Canada, the Public Health Agency of Canada, other federal departments, private donors, and operational funding.

*While both NCIM and CAM have autonomous decision-making processes, their administrative and financial systems are linked. Both organizations 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.*

### **Benefit to Working with NCIM / CAM**

- Employee Health Benefits Program: dental, medical, paramedical, life insurance (certain exceptions may apply) and Employee Assistance Program services
- Group RRSP benefit
- 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!

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 and trauma informed framework.

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.

## **Job Summary**

Reporting to the Director of Operations, The Administrative Assistant, Procurement provides administrative support throughout the procurement procedures and processes for both the National Council of Indigenous Midwives (NCIM) and the Canadian Association of Midwives (CAM). The role supports procurement activities, ensures timely processing of procurement documents, accurate record-keeping, and effective coordination with executives, staff, volunteers and vendors to support smooth operational processes.

## **Primary Duties and Responsibilities**

### *Procurement Support*

- Assist and support in the preparation and completion of the procurement-related documents across all stages of the process to support timely processing with internal procedures:
  - Assist in preparing procurement calls, such as Requests for Proposals (RFPs), Calls for Interest, and quotation requests
  - Provide clerical support for the development of procurement-related agreements, including contracts, Letters of Agreement, and Terms of Reference
  - Help compile and complete supporting financial documentation, such as expense reports, honorarium forms, and payment requests
  - Review procurement and financial documents for completeness and flag missing or unclear information
- Support and assist in the review, updating, and development of procurement SOPs and guidelines.

### *Administrative & Coordination Support*

- Liaise with NCIM and CAM Executives, staff, volunteers, and vendors to respond to basic procurement-related inquiries and ensure timely follow-up.
- Support staff in understanding and applying internal procurement procedures, including orienting new team members to the process.
- Provide administrative support during the procurement evaluation process, including coordinating submissions, assisting with evaluation tools, and communicating with stakeholders.
- Maintain organized digital records of all procurement documentation.
- Provide occasional support to the Administrative Team during periods of increased workload or staff absence.
- Perform other administrative duties as assigned.

## **Qualifications, Skills, and Knowledge Requirements**

- Diploma or certificate in office administration, business, or a related field, or equivalent experience.
- 1 - 2 years of experience in an administrative or clerical support role, preferably in a not-for-profit environment.
- Excellent organizational skills and attention to detail.
- Strong communication and interpersonal skills.

- Proficiency in Microsoft Office and comfort working with cloud-based documents and project management tools
- Ability to manage multiple priorities and meet deadlines.
- Demonstrated ability to work independently and as part of a team.

#### **Additional Assets**

- Experience in a member-based organization.
- Familiarity with financial processes.
- French is considered an asset.

#### **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 Employment & Human Resources Policies including, but not limited to, the anti-harassment and anti-discrimination policy, the anti-fraud and anti-corruption policy, and the protection from sexual exploitation and abuse policy.

*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 “AdminAssistProcurement” are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject “AdminAssistProcurement” to [HR@canadianmidwives.org](mailto:HR@canadianmidwives.org)
- Application deadline is Friday, September 19<sup>th</sup> at 5 pm EST.

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