

Public Engagement and Research Coordinator

Title: Public Engagement and Research Coordinator

Reports to: Director of Policy & Communications

Location: Montréal, Québec

Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. CAM is staffed by a team of enthusiastic individuals dedicated to providing support for midwives and the profession of midwifery in Canada and globally.

Job Summary

The Public Engagement and Research (PER) Coordinator is responsible for supporting the development of a consumer-facing website on midwifery, pregnancy, and birth. The PER Coordinator will work with midwife consultants and members, external suppliers, and CAM staff to compile research on pregnancy, birth, and midwifery and translate this research into an accessible website for the general public in Canada. The Public Engagement and Research Coordinator reports to the Director of Policy and Communications.

The PER Coordinator will additionally support ongoing research and policy work of the organization. The PER Coordinator will work closely with the Director of Policy and Communications to support midwife-led committees, the development of position statements, and the adaptation of public engagement materials for provincial and territorial midwifery associations.

The successful candidate will possess a strong ability to efficiently organize large quantities of information and distill it for the intended audiences. A passion for clear communication, an sense of innovation for web and information design, and a collaborative, balanced approach are all essential for this position.

Primary Duties and Responsibilities

Public Engagement and Research

- Coordinate development of consumer-facing website on midwifery, pregnancy, and birth.
- Liaise with midwife consultants, midwife members, and provincial and territorial midwifery associations on the development of public engagement materials.
- Collect and organize relevant research, resources, and stories to be used for current and future public engagement efforts.
- Write, compile, and edit materials for public engagement efforts, including website and printed publications.
- Support innovative design and interactive components of website.

- Coordinate with suppliers for web and printed materials.
- Design evaluation criteria for ongoing analysis and improvement to website and all consumer engagement efforts.
- Develop and adapt public engagement materials for use by provincial and territorial midwifery associations.
- Research ways to reach a wider consumer base, either online or in print.
- Organize and oversee consumer-outreach events and research activities (in-person and online).

Other Duties

- Provide support to midwife-led committees for the development of position statements or other documents.
- Provide support to senior staff in writing and editing correspondence or reports as required.
- Under the direction of the Director of Policy and Communications, perform additional tasks to support the effective operation of a not-for-profit organization as needed.

Qualifications, Skills and Knowledge Requirements

- University degree in communications, marketing, journalism, policy or related field.
- 3 years of professional experience in communications or public engagement, ideally for a not-for-profit organization.
- Ability to work in both English and French.
- Knowledge of and skill using public engagement systems, tools, and processes.
- Capacity to integrate information from multiple, diverse stakeholders.
- Proven ability to write clear, concise, and compelling prose and a passion for research translation.
- Experience developing innovative and engaging web content and working with content management systems for websites (i.e. Wordpress).
- Experience with compiling research for use by diverse audiences (ideally in a health-related field).
- Demonstrated success in coordinating the production of publications to tight deadlines.
- Excellent organizational skills and strong attention to detail.
- Ability to work independently and as part of a team.

Additional Assets

- Knowledge of midwifery practice in Canada.
- Experience with health policy analysis or development in a Canadian context.
- Experience working from a social justice and human rights lens.

Working Conditions & Location

- Work done from CAM's head office in Montréal, Québec.
- One-year contract position, 28 hours/week.

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 letters "PERComms" are included in the file name.
- Send your PDF by email with the subject "Comms Application" to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on April 10, 2018.

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