



**The Midwives Association of BC is accepting applications for the position of Program and Communications Assistant**

The Midwives Association of BC (MABC) is a professional association, staffed by a small team dedicated to providing support for midwives and the profession of midwifery.

The MABC is looking for an experienced program and communications assistant who has an interest in the profession of midwifery and the maternal health care issues in British Columbia. They must have the skill and willingness to take direction, work independently and to work in cooperation with office colleagues.

**Start Date:** February 1, 2019

**Deadline:** January 15, 2019

**Location:** Vancouver

**Terms:** 40 hours per week. Permanent position with room for growth.

**Compensation:**

- Competitive wage commensurate with level of experience and education
- Benefits

**Under the direction of the Program Manager and the Communications Manager the candidate will be responsible for:**

- Reception duties and administrative tasks
- Responding to member and public queries
- Supporting the administrative functions of two programs for association members
- Managing and tracking promotional materials
- Coordinating the AGM
- Supporting social media channels & campaigns
- Assisting with publications
- Updating the website
- Assisting with media and government relations
- Assisting with program-related data entry and content management

**The successful candidate will have:**

- Excellent verbal and written communication skills
- Excellent customer service skills, including a high level of professional etiquette and phone manner
- Computer literacy, including proficiency in Microsoft Office Suite
- Program coordination experience
- Social media management skills
- Event planning/coordination
- Ability to prioritize and work with minimal supervision
- Ability to take direction and carry out tasks
- Experience scheduling and organizing meetings
- A high level of attention to detail and organizational skills
- Familiarity with and interest in the profession of midwifery

Preference may be given to applicants with graphic design skills, project coordination experience, and/or 2 years' experience in a related position.

**Applications:** Please send your CV and a cover letter by email to [communications@bcmidwives.com](mailto:communications@bcmidwives.com) and [programs@bcmidwives.com](mailto:programs@bcmidwives.com).

*Please note that we will only review applications that include both a resume and a cover letter. Only candidates eligible to work in Canada will be reviewed and only applicants selected for an interview will be contacted.*

