

Administrative Assistant

Title: Administrative Assistant

Reports to: Manager, Administration & Logistics

Location: Montréal, Québec

Background

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. The National Aboriginal Council of Midwives' (NACM) mission is to promote excellence in reproductive health care for First Nations, Inuit and Métis communities. Both organizations are governed autonomously but 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.

Job Summary

Under the direction of the Manager, Administration & Logistics, the Administrative Assistant will provide the necessary administrative and clerical support for CAM and NACM's national operations. Half time of this full-time position will be spent supporting CAM's national programs and half the time will be dedicated to supporting NACM's general operations. The qualified individual will provide clerical, data entry, and other office support functions and will serve as a point of contact for information to and from the organization. Responsibilities will include booking travel & meeting logistics, preparing expense reports, minute taking, formatting documents, drafting correspondence and communication with internal and external stakeholders.

Primary Duties and Responsibilities

Office Administration and Support

- Coordinate cost-effective, sometimes complex travel logistics for staff, volunteers and consultants, domestically and internationally.
- Liaise with the travel agent to book flights and accommodations.
- Respond to general enquiries in a timely manner; forward incoming emails to the appropriate person as required.
- Assist with scheduling meetings and minute taking.
- Update and maintain the NACM Membership and Supportive Membership lists.
- Perform general clerical duties such as photocopying, faxing, mailing, and filing.
- Maintain hard copy and electronic filing system per organizational policies.
- Create and modify documents using Microsoft Office 365 (SharePoint, Word, Excel, Power Point).
- Provide clerical support with the development of contracts, position descriptions, and terms of reference.

Financial Administration

- Assist in the review and completion of financial and procurement documents, such as travel advances, invoices and expense reports.
- Review procurement documents for accuracy and liaise with CAM's finance team as required.
- Other duties as assigned.

Qualifications, Skills and Knowledge Requirements

- Education (i.e. CEGEP level or other) in administration, secretarial studies or relevant discipline or equivalent combination of education and experience is required.
- Experience coordinating travel logistics, domestically and internationally.
- Excellent judgement and strong communication skills (verbal and written).
- Sound customer service skills (courtesy, discretion, flexibility, diplomacy) and attention to detail is essential.
- 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.
- Strong computer skills in Microsoft Office (Word, Excel, Power Point, Outlook, Access).

Additional Assets

- Experience working with Indigenous organizations or communities is a strong asset.
- Professional working proficiency in French or an Indigenous language is an asset.
- Experience in the non-profit sector is considered an asset.

Working Conditions & Location

- Work done from the head office in Montréal, Québec.
- Full-time position (35hrs/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 "AdminAssist" are included in the file name. Submissions without a cover letter will not be considered.
- Send your PDF by email with the subject "Admin Assistant Application" to admin@canadianmidwives.org
- **Deadline for applications is 5 p.m. EDT on January 14, 2019.**

*First Nations, Inuit and Métis individuals are encouraged to apply.

We thank all applicants for their interest however, only applicants selected for an interview will be contacted. CAM/NACM may cancel, postpone or revise employment opportunities at any time.