

Resource Development Officer

Title: Resource Development Officer

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.

We encourage applications from all backgrounds and communities and are committed to having a team that is made up of diverse skills, experiences and abilities.

Job Summary

The Resource Development Officer is responsible for coordinating the one-year project to develop resources for midwives and midwifery clients regarding vaccination. The Officer will coordinate with a Midwifery Advisory Committee to conduct primary and secondary research which will lead to the development of a position statement, a draft Clinical Practice Guideline, and printed and web-based resources for midwives and clients. The Officer must be able to synthesize information from multiple sources, with a strong ability to understand nuance and detail.

Primary Duties and Responsibilities

Research & Resource Development

- Coordinate the development, implementation, and evaluation of programming related to the development of resources for midwives and clients regarding vaccination.
- Conduct literature review, compile information and data, support writing of clinical resources, including draft Clinical Practice Guideline and a position statement.
- Design and conduct surveys and focus groups with midwives and clients.
- Coordinate the work of the Midwifery Advisory Committee (MAC).
- Coordinate the development, distribution, and maintenance of print and electronic publications and resources related to vaccination. Support content development of website.
- Design and manage webinars.
- Design and facilitate in-person skills training workshop.

Other Responsibilities

- Coordinate with NACM to ensure all materials created reflect contexts and realities of Indigenous midwives and clients.

- Coordinate with Communications Officer to ensure that appropriate materials are distributed through best channels.
- Coordinate with Logistics Assistant and Finance Officer to schedule in-person meetings, file appropriate documentation of expenses, and ensure smooth operation of project.
- Write interim and final reports for vaccination project.
- Manage project budget, ensure all deadlines are met.
- Provide additional support to supervisor as needed.

Qualifications, Skills and Knowledge Requirements

- University degree (Masters) in health communications, public health, or other related discipline.
- Minimum 3 years' experience working in public health, health communications, or related position.
- Quantitative and qualitative research experience (health-related).
- Experience developing clinical practice guidelines, or other clinical resources.
- Knowledge of current trends in health promotion and harm reduction.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and commitment to working collaboratively with diverse stakeholder groups, including staff, members, volunteers, donors, and other stakeholders.
- Ability to implement and manage a project from conception to completion and evaluation.
- High degree of resourcefulness, flexibility, and adaptability.
- Highly organized, attention to detail and excellent follow-through required.
- Computer literacy, including effective working skills of MS Word, Excel and Outlook required.
- Bilingual English and French a strong asset.

Additional Assets

- Knowledge of midwifery and/or reproductive health in Canada and globally.
- Experience working for a member-based organization.

Working Conditions & Location

- Work done from CAM's head office in Montréal, Québec.
- One-year contract (April 2019 to March 2020)

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 "ResourceOfficer" are included in the file name. Applications without a cover letter will not be reviewed.
- Send your PDF by email with the subject "Research Officer Application" to admin@canadianmidwives.org
- Deadline for applications is 5pm Eastern Time on March 1st, 2019.

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