

## Job Description

<b>Job title</b>	<i>Project Coordinator, NACM</i>
<b>Reports to</b>	NACM Director
<b>Created on</b>	<i>November 2021</i>

Are you an experienced professional who is committed to supporting the ongoing professional development of midwives? Do you wish to apply your knowledge and skills to support the development of new CPD content for both Indigenous and allied midwives? Are you committed to centering Indigenous voices and perspectives to support strengths-based approaches to growing and integrating culturally safe, anti-oppressive content for both practicing and pre-service midwives?

We invite you to consider joining our growing Team!

The National Aboriginal Council of Midwives' (NACM) mission is to promote excellence in reproductive health care for First Nations, Inuit, and Métis communities. NACM 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.

### Job Purpose

The coordinator is responsible for the implementation, monitoring and reporting of NACM specific content and activities of the *Recognize and Respond: Building Midwives Capacity to Address Intimate Partner Violence and Child Maltreatment* project. The project is implemented by the Canadian Association of Midwives and NACM in partnership with McMaster University. The project runs from Fall to 2021 to March 2023 and is funded by the Public Health Agency of Canada. To learn more about the project, read here: <https://canadianmidwives.org/family-violence/> <https://vegaproject.mcmaster.ca/>

The Project Coordinator will be supervised by the NACM Director and will work closely with CAM project staff.

### Primary Duties and Responsibilities

- Support the development of professional development trainings, materials and resources for Indigenous midwives and clients with respect to project objectives and deliverables.
- Read all learning modules and resources on the VEGA platform and other resources and documentation developed to date by the project.
- Co-lead meetings and discussions with the Project Advisory Committee, consultants, and other stakeholders alongside the CAM project lead.
- Contribute to the development of clinical, educational, and client specific resources to ensure Indigenous voices are well represented in project materials
- Support Indigenous midwifery education meetings related to the project.
- Ensure project specific trainings are in line with NACM's overall education initiative.

- Coordinate input from NACM team members, leadership, and membership on all materials.
- Coordinate the communication and dissemination of project materials and resources for Indigenous midwives and clients.
- Other key deliverables as required.

### Qualifications, Knowledge and Skill Requirements

- University degree in midwifery, community development, gender/women's studies, health programming/policy, program management, or other related discipline.
- Minimum 3 years' experience working in community-based projects, research, or another related field.
- Strong knowledge of Indigenous health, cultural safety, and ability to work closely with diverse Indigenous communities and Nations
- Demonstrate strong knowledge of social and political contexts that impact health service delivery and more specifically Indigenous health
- Excellent written and verbal communication skills.
- Excellent interpersonal skills and commitment to working collaboratively with diverse stakeholder groups, including community members, Council/Association members, volunteers, donors, and other stakeholders.
- 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.

### Additional Skills

- Experience in a non-profit, or member-based association organization.

### Working Conditions

- 2-year contract, conditional on funding.
- Part-time: approximately 14 hours/week (flexible).
- Work will take place remotely.

### How to Apply

NACM 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, Indigenous framework

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 text "CPD-NACM" are included in the file name. to [atassignon@canadianmidwives.org](mailto:atassignon@canadianmidwives.org)
- Deadline for applications is **5pm Eastern Time on December 6, 2021.**

*We thank all applicants for their interest, however, only applicants selected for an interview will be contacted. Resumes received will be held confidential, shared with the selection committee only, and be used only for the purposes of selection for this position.*