



NCIM NATIONAL COUNCIL of INDIGENOUS MIDWIVES

JOIN NCIM AS A NEW ADMIN TEAM MEMBER!

Title: Logistics Assistant, National Council of Indigenous Midwives

Reports to: Executive Director, NCIM

Contract: Full-Time (35 hours per week)

Location: Fully Remote, occasional travel may be required for events and meetings

Background

The National Council of Indigenous Midwives' (NCIM) 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. Indigenous Midwives enable access to culturally safe sexual and reproductive health care for Indigenous families, the return of birth to Indigenous communities, and a reduction in the number of medical evacuations for births in remote areas. As an organization, NCIM upholds the values of humility, respect, and compassion.

The Canadian Association of Midwives (CAM) is the national professional association representing midwives and the profession of midwifery in Canada. NCIM 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

As NCIM's Logistics Assistant, you'll support program implementation through a variety of administrative, coordination, and program support activities. Acting as the primary point of contact for internal and external communications, you'll help ensure smooth operations between team members, stakeholders, and community partners. Your tasks will include consultant travel arrangements, contract development, procurement documentation, and logistical support—both independently and as part of a team. Success in this role requires strong attention to detail, organization, and a commitment to NCIM's processes. You'll also foster a culturally safe environment when engaging with Indigenous community members, ensuring respect, equity, and responsibility guide your work.

Benefits to working with NCIM

- Employee Health Benefits Program: dental, medical, paramedical, life insurance (certain exceptions may apply) and Employee Assistance Program services.
- Generous leave entitlements (starting at 3 weeks' vacation, generous paid time off for illness, personal days, family responsibilities), and additional paid time off for December holiday closure.
- Travel, learning, and professional development opportunities.

Duties and Responsibilities

Office Administration Activities

- Coordinate cost-effective and sometimes complex travel logistics for volunteers, consultants, and staff, both domestically and internationally.

- Communicate with volunteers and consultants regarding travel arrangements, ensuring clarity and efficiency.
- Respond to general inquiries in a timely manner, forwarding emails to the appropriate staff member when necessary.
- Perform general clerical duties, including photocopying, faxing, mailing, and filing to support daily operations.
- Maintain hard copy and electronic filing systems in accordance with NCIM protocols.
- Create, modify, and format documents using Microsoft Office 365.
- Facilitate the processing of consultant contracts, including preparing necessary documentation and templates.
- Support the development of position descriptions and Terms of Reference for consultants and volunteers, as well as assist with the posting of placements.
- Provide support for NCIM Core Leadership scheduling, training, orientation, and records.
- Assist with organizing and coordinating NCIM events, meetings, and workshops as needed.
- Facilitate the translation of documents (English, French, Inuktitut or other Indigenous language as budget allows) where required.
- Other duties as assigned to ensure the smooth operation of NCIM's programs and initiatives.

Financial and Program Support Activities

- Assist in the review and completion of financial and procurement documents, including travel advances, invoices, and reimbursements.
- Support consultants and volunteers in completing expense reports and other financial documentation.
- Review procurement documents for accuracy, completeness, and compliance with NCIM policies.
- Assist with the development and administration of consultant contracts and agreements.
- Provide logistical and administrative support for budget tracking and financial reporting as needed.

Qualifications, Knowledge, and Skill Requirements

- Education (i.e., CEGEP level or other) in administration, secretarial studies, or a relevant discipline.
- Minimum three years administrative experience, including experience in organizing meetings and events.
- Proficiency in English, written and verbal.
- Effective communication skills with the ability to clearly transmit and receive information.
- Demonstrated ability to work independently and as part of a team.
- Excellent organizational skills and the ability to multitask and prioritize responsibilities.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in using office software, such as Microsoft Office Suite.
- Sound customer service skills (courtesy, discretion, flexibility, diplomacy) and attention to detail.
- Proven flexibility to adapt to frequent changes and demands.

Job Requirement

- Experience working with Indigenous organizations or communities in a culturally safe way.
- Ability to work in a trauma informed manner.
- Experience in the non-profit sector is considered an asset.

Working Conditions

- Salary: \$50,000 to \$60,000.
- Group Benefit Plan (with up to a 2% matching percentage).
- Working remotely from your home.
- Under some circumstances travel may be involved for gatherings, events, and community-based activities.
- Permanent, full-time position (35 hrs/week).

How to Apply

We welcome all prospective applicants to submit their applications. At NCIM, we value the diverse perspectives and unique lived experiences that candidates bring to the table. Lived experience is taken into consideration when determining the level of individual qualification. NCIM 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 and trauma informed framework.

As a reminder, candidates are not required to possess all the qualifications listed above to apply. If you have any questions regarding the qualifications or job posting, please contact NCIM at admin@indigenoumidwifery.ca

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 “NCIM Logistics Assistant” are included in the file name. Applications without cover letters won’t be considered.
- Ensure that the entire document is written in the **English language**. Indigenous languages are welcomed in addition to English.
- Send your PDF by email with the subject “NCIM Logistics Assistant” to admin@indigenoumidwifery.ca

Deadline for applications is 5 p.m. EDT on March 21, 2025

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.