PROGRAM COORDINATOR

The Northern Birthwork Collective (NBC) is a collaborative effort based in the Northwest Territories (NWT) that was founded in June 2020 and became a project on the MakeWay Charitable Society Shared Platform in October 2020. NBC's mission is to provide cost supported programming and services for all stages of the reproductive journey including conception, pregnancy, birth, postpartum, miscarriage, loss, abortion, and parenting. We intend to provide continuous education to members of our community and grow a territory wide network of birthworkers who can provide collective care that is grounded in our values. We acknowledge that colonization has had a great impact on our bodies and traditions and believe that revitalizing traditional knowledge is a crucial step in our collective healing.

Our office is located in Yellowknife, NT where we offer various programming including abortion support, support for those who are evacuated from remote communities for their reproductive health care, access to training opportunities for emerging birthworkers, and support for people from underserved communities to access birthwork/doula services. Additionally, we are sexual and reproductive justice advocates and are dedicated to creating positive change for our service users and community.

NBC is led by Sabrina Flack as the Project Director, focusing on the above listed programming, and Dehga Scott, who is the Project Manager for the development of an Indigenous Birthwork Training for the NWT. The project is governed by a Steering Committee who supports strategic direction and decision making.

Position Overview:

Working alongside and reporting to the Project Director (PD), the NBC Program Coordinator is responsible for supporting the coordination of NBC programming and outreach, co-managing community programming, and providing administrative support for the PD. This position includes facilitation of NBC workshops, events, and possible travel to complete programming.

Term: Contract with opportunity for extension (dependent on funding)
Anticipated Start Date: December 1, 2022Location: Yellowknife, NT
Salary range: $54,600-$59,280 per year
Hours: Maximum 30 hours per week with flexibility to decrease depending on candidate's availability

Core Responsibilities:

Coordination of NBC Programming

- Plan and coordinate NBC programming and community outreach activities
- Actively develop and maintain positive relationships with program participants, partners, community organizations, staff, and key stakeholders
- Develop strategies for increasing awareness of NBC programming including informing community contacts about NBC programs
- Assist with and oversee logistics for delivering programming

Design & Delivery of NBC Programming

- Work strategically and collaboratively with the PD to assist with designing NBC workshops and programming, and program expansions
- Understand and implement all NBC project policies and procedures and follow all risk management guidelines associated with all program areas
- Workshop facilitation of NBC programming, as needed

Community Outreach

- Build and maintain relationships with community partners who can provide additional resources for program participants
- Connect program participants with resources at the community, territorial, and national level, assist with systems navigation, and be an advocate for them

Administrative Support

- Contribute to NBC's social media content
- Assist in the preparation and monitoring of program budgets
- Assist in updating policies and procedures for various programs

Birthwork Training

- If not previously done, attend a birthwork training program to better understand the role of a birthworker (to be completely during salaried work hours)

Qualifications and Experience:

- Passionate about reproductive justice and enthusiastic about the mission, core values, and goals of NBC
- Knowledge of Northern social and cultural contexts and experience working with Northern communities
- Successful completion of post-secondary training or education in a related field (e.g., Birthwork/Doula training, Health, Social Work, etc.) is an asset but relevant combinations of experience and education will also be considered
- Experience with trauma-informed practices is an asset
- Experience in project management (coordination, scheduling, budgets, strategy, accountability, etc.) is an asset
- Organized, detail-oriented, and efficient, with strong time management and prioritization skills
- Excellent written and verbal skills
- Strong networking skills and experience building partnerships is an asset
- Self-starter who takes initiative and can work with minimal supervision
- Ability and desire to work both independently and as a member of a team
- Willingness to learn and ability to follow direction and structure
- Proficiency and experience working in a computerized environment (e.g. Microsoft Word, Excel, email, and Internet applications)
- Must provide a up-to-date clear criminal record check if hired
- Must provide proof of up-to-date Covid-19 vaccinations if hired

Remuneration:

Remuneration is based upon experience and the salary range is $54,600-$59,280 per year ($35-38 per hour) and includes 3 weeks of vacation, paid sick days, and an employee benefits package. You will be provided a laptop for work use. The NBC Program Coordinator is a part-time (30 hours/week) contract position from December 2022 to November 2023 (with possibility of contract renewal depending on grant funding).

Work Environment and Conditions:

The Coordinator is based out of a central office in Yellowknife but can work from home for 25% of their hours. Work weeks are 30 hours/week, Monday-Friday, with the ability to flexibly choose daily hours (to be determined through discussion with the PD). Must have consistent access to the NBC PD and other team members via email and phone during office hours (10am-4pm) Monday-Friday. May require some travel. Attendance at weekly staff check in meetings and monthly team meetings are required.

Birthwork/Doula Opportunities:

The Program Coordinator position does not include the provision of birthwork/doula services. If the successful candidate is interested in providing labour, birth, and postpartum support to clients, they are

welcome to do so in addition to their role as Program Coordinator. These services would be invoiced separately and any remuneration would be in addition to the Program Coordinator salary.

How to Apply

In an email with the subject line “Application for Program Coordinator”, together with your resume, please forward a cover letter which includes your responses to the following questions:

1. How did you hear about this position?

2. What interests you most about this position?

3. Briefly tell us how your skills and experiences are a good fit for this position.

4. Briefly tell us about your current/most recent job. Why are you looking for a change?

5. Briefly tell us your understanding of reproductive justice and the current state of reproductive care in the NWT.

Please send your resume and cover letter with your responses to the above questions to Sabrina Flack, projectdirector@northernbirthwork.com **by November 7, 2022. Thank you.**

For more information about The Northern Birthwork Collective, please visit:
www.northernbirthwork.com
Instagram/Facebook: @northernbirthwork

MakeWay

http://makeway.org/approach/shared-platform/

As The Northern Birthwork Collective is on MakeWay’s Shared Platform, the selected candidate will be an employee of MakeWay.

MakeWay is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve. We are proud to be an equal opportunity employer.

MakeWay will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!

We will accept applications until the position is filled.

No phone calls or recruiters please.