

Digital Platforms Coordinator Strengthening Midwifery Education and Practice in Somalia (SMEPS)

Title: Digital Platforms Coordinator

Location: Based in Canada with the ability to work remotely

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 Digital Platforms Coordinator is responsible for supporting the development and implementation of digital communications platforms for CAM's global and national projects, specifically the Strengthening Midwifery Education and Practice in Somalia (SMEPS) project.

The Digital Platforms Coordinator will collaborate with staff members, partners, and external vendors to create quality platforms that will meet the aims of the specific deliverables related to the SMEPS project. Additionally, the successful candidate will possess a strong understanding of digital learning and communication tools, production and design processes, and knowledge of best practices in information communication technologies (ICT) for health education promotion and advocacy.

Duties and Responsibilities

- Lead the conceptualization, coordination and design of digital platforms including validation, implementation, and evaluation of platforms, in collaboration with the SMEPS project team and partners.
 - SMEPS platforms include, but are not limited to, a public-facing app for Somali youth regarding sexual and reproductive health, an online repository of resources for in-service midwives and a platform to support remote learning for midwives/midwifery educators.
- Incorporate adult and adolescent learning processes and best practices into the design of digital platforms.
- Create digital and online content.
- Collaborate with staff, specifically the Project Officer and Midwifery Technical Expert, and partners to identify subject matter and expertise required for content development while considering the intended impact, audience, and needs for each specific platform.
- Oversee the coordination of external vendors' participation; ensuring project needs, timelines and specifications are identified and communicated to external vendors and

providing quality control of deliverables to ensure best practices and standards are incorporated into the product design.

- Manage contracts with external vendors including invoicing and review of deliverables and processes ensuring compliance to organizational procurement standards and processes.
- Provide administrative support as required by Project Officer, establishing budgeted work plans, and reporting quarterly.
- Act as the project lead for the digital platforms created for global and national projects.
- Support other projects, as required.

Qualifications, Knowledge and Skill Requirements

- University degree in a related field.
- 3-5 years of experience in digital product and/or ICT development.
- Experience in project coordination with multiple stakeholders.
- Good cross-cultural and remote communication skills.
- Excellent time management and organizational skills with strong attention to detail.
- Ability to work independently and as part of a team.
- A working thematic knowledge of youth engagement, gender, global health, and sexual and reproductive health and rights.
- Experience in writing content for social media and/or online platforms.

Additional Assets

- Experience in global health and/or working in the Somali context.
- Experience in educational design.
- Somali language skills.
- Understanding of and/or experience in Canadian Midwifery, and direct work experience in sexual and reproductive health and rights, health promotion and advocacy.

Working Conditions

- The candidate must be eligible to work in Canada.
- This is a full-time (28 to 35hrs/week) permanent position remote work from September to December 2020 (schedule to be discussed with the candidate).
- Possibility of contract renewal and relocation to head office in Montréal, Québec (COVID19 and candidate dependent).
- Willingness to travel to Somalia or other project locations as needed.

Application Instructions

To apply, please submit your cover letter and resume as one PDF document and ensure that your first and last names and “DPCoordinator” are included in the file name. Applications without a cover letter will not be reviewed. Send your PDF file by email to admin@canadianmidwives.com, stating “Digital Platforms Coordinator” in the subject line.

The deadline to apply is **August 28th, 2020 at 5 pm EST**.

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