

Community and Programs Coordinator

Indigenous Midwives Council of British Columbia

About IMCBC

IMCBC is the provincial Indigenous voice for midwifery, birth sovereignty, and Indigenous-defined sexual and reproductive health. We are an Indigenous-led organization advancing health system transformation rooted in Indigenous governance, cultural safety, equity, and community accountability.

We are a small, growing, and deeply committed team looking for a Community and Programs Coordinator with strong interpersonal skills, organizational discipline, and a genuine commitment to Indigenous-led work.

Type Full-time, permanent

Hours 40 hrs per week · Core hours Mon–Fri 9:30am–2:30pm

Location Remote (BC-based) - Occasional travel to the Burnaby office on the ancestral Coast Salish Territories of the Musqueam, Squamish, and Tsleil-Waututh Nations - Provincial travel in support of community engagement and events.

Salary \$77,000–\$94,600 per year (pay range explained below)

The Role

This is a relational and operational role at the heart of IMCBC's day-to-day work. You'll coordinate programs, support community and member engagement, help convene emerging advisory structures, and play a hands-on role at gatherings and events. Much of this work is in development, and you'll help build it.

What You'll Do

- Administer IMCBC's member-facing programs, including funding programs linked to provincial midwifery agreements, and fulfill required reporting obligations
- Produce a quarterly member newsletter using Canva, and support IMCBC's social media presence and website
- Support IMCBC's website project, currently in development, as a liaison between the IMCBC team and the consultant team
- Coordinate logistics for events and gatherings, including the IMCBC Annual Gathering, and provide hands-on support to Elders, Knowledge Keepers, facilitators, and participants
- Support the convening and administration of advisory and governance bodies as they are established through IMCBC's relational processes
- Support focus groups, member consultations, and community engagement processes alongside the Senior Research and Policy Lead

- Represent IMCBC at Indigenous community events across BC

What You Bring

Required

- Experience in program coordination, community engagement, or administrative support, preferably in an Indigenous organization or Indigenous health context
- Experience working respectfully and relationally alongside Elders, Knowledge Keepers, and Indigenous community members, with a clear understanding of Indigenous cultural protocols
- Strong written communication skills, including the ability to write in a strengths-based way about Indigenous midwifery, reproductive sovereignty, and reproductive justice
- Strong verbal and presentation skills, including comfort representing IMCBC in community and public-facing contexts
- Comfort with digital tools including Canva, WordPress, JotForm, Asana, and social media platforms
- Post-secondary education in a relevant field, or equivalent combination of education and experience

Preferred

- Indigenous identity, or deep, demonstrated experience working within Indigenous community contexts in BC in a respectful, relational way
- Familiarity with the BC Indigenous health landscape, including Indigenous-led organizations and health governance structures
- Experience supporting governance bodies, advisory committees, or board administration
- Experience coordinating events or community engagement processes in Indigenous contexts
- Knowledge of the midwifery or maternity care sector in BC
- Existing relationships within Indigenous communities, Indigenous health organizations, or the midwifery sector in BC

Compensation and Benefits

Salary of \$77,000–\$94,600 per year - The Pay Range shows the minimum and maximum annual salary based on full-time equivalent hours.

Incumbents are typically hired, transferred or promoted based on their knowledge, skills, abilities and experience in relation to the role requirements as well as internal equity.

MABC offers a comprehensive benefits package:

- Group health benefits

- Employer RRSP contribution
- Paid vacation, personal days, wellness days and cultural leave
- Statutory holidays plus additional organizational closure days
- Flexible working schedule
- Professional development and learning opportunities
- A supportive and engaging team culture centered on care, integrity, and purpose

Full details at offer stage.

A full job description is available upon request.

MABC is committed to fair, transparent, and equitable compensation that reflects the expertise and trust this role carries.

How to Apply

Submit your resume and a cover letter sharing your experience and what draws you to this role to **applications@bcmidwives.com**.

Closing date: October 11, 2026

We encourage you to apply even if you don't meet every requirement — your unique experience may be exactly what we need. Only those selected for an interview will be contacted.

More information at **www.bcmidwives.com**.

Pursuant to Section 42(3) of the BC Human Rights Code, preference may be given to applicants with lived experience as an Indigenous person in Canada (First Nations, Métis, or Inuk/Inuit). We invite applicants to self-identify in their cover letter and/or resume. Applicants must disclose any real, potential, or perceived conflict of interest. Please reach out if you require any accommodations.

IMCBC is committed to fostering a diverse and inclusive workforce.

Applicants must disclose any real, potential, or perceived conflict of interest.
