

Community and Programs Coordinator

Job Description

Employer	Midwives Association of BC (MABC), on behalf of the Indigenous Midwives Council of BC (IMCBC)
Reports to	Executive Officer, IMCBC
FTE	1.0 FTE
Compensation	\$77,000 – \$94,600 annually (subject to IMCBC pay grid; details provided at offer stage)
Work model	Primarily remote (BC-based). Periodic in-person attendance at the MABC/IMCBC office in Burnaby and provincial travel required in support of community engagement and events.
Closing date	October 11, 2026

About IMCBC and MABC

The Indigenous Midwives Council of BC (IMCBC) is the collective voice and governing body for Indigenous midwives in British Columbia. IMCBC supports, advocates for, and advances Indigenous midwifery practice, culture, and knowledge across the province, rooted in Indigenous ways of knowing and a commitment to reproductive sovereignty and culturally safe maternity care.

IMCBC operates within a connected structure with the Midwives Association of BC (MABC), which serves as the professional association for all Registered Midwives in BC. MABC provides shared administrative and HR infrastructure to IMCBC. The Community and Programs Coordinator will be employed by MABC and subject to MABC's employment policies and HR framework, while working exclusively within IMCBC's mandate and under the direction of the IMCBC Executive Officer.

About the Role

The Community and Programs Coordinator is a relational and operational role at the heart of IMCBC's day-to-day operations, spanning community engagement and the program and administrative infrastructure that keeps IMCBC's work moving. This person is often a first point of contact for members, Elders, Knowledge Keepers, and community partners on program-related matters, and plays a key role in keeping IMCBC's programs, events, governance bodies, and member communications running smoothly.

The Coordinator supports the logistical and administrative infrastructure that allows IMCBC's governance, research, and advocacy work to move forward. They coordinate programs, support the convening and administration of advisory and governance bodies as they are developed through IMCBC's relational processes, produce member communications, support major events, and help build IMCBC's presence within Indigenous communities across BC. Much of the work in year one involves building processes and infrastructure; some programs and bodies are not yet established and will be developed collaboratively during this period.

The right person for this role brings genuine warmth, organizational discipline, and a deep respect for Indigenous protocols, relationships, and ways of working. They are comfortable working alongside Elders, Knowledge Keepers, and community members, and understand that relationship-building is not peripheral to this work — it is the work. They write with fluency and care about Indigenous midwifery, reproductive sovereignty, and reproductive justice, and are able to carry these narratives forward accurately and respectfully in member communications and public-facing content.

Key Responsibilities

1. Member Engagement and Communications

The Coordinator is a primary point of contact for IMCBC members on program-related matters and produces IMCBC's regular member communications.

- ☐ Respond to member inquiries related to IMCBC programs, supports, and resources in a timely and culturally safe manner
- ☐ Produce a quarterly member newsletter using Canva, including gathering content, writing and editing, coordinating contributions, and managing distribution
- ☐ Support member feedback and consultation processes using JotForm surveys, including drafting survey questions, managing distribution, and compiling responses
- ☐ Support IMCBC's website project, currently in development: participate in regular project management meetings as a liaison between the IMCBC team and the consultant team, and maintain and update the site with current program information, news, and resources once it is live
- ☐ Support IMCBC's social media presence, creating and scheduling content in coordination with any retained communications support
- ☐ Represent IMCBC at Indigenous community events across BC, building awareness of Indigenous midwifery and IMCBC's programs

2. Events and Gatherings

The Coordinator independently leads logistics and administration for events and gatherings that fall within their workplan, including community engagement sessions, Indigenous community events, and smaller IMCBC-organized gatherings. Across all events, the Coordinator brings skill and care in working alongside Elders, Knowledge Keepers, facilitators, and community participants. They also support the Senior Executive Assistant in coordinating the IMCBC Annual Gathering and AGM, and play a hands-on operational role on the day. During major events, all IMCBC staff contribute operationally, with the Executive Officer playing a key facilitation role alongside co-chairs.

- ☐ Independently coordinate logistics for events within their workplan, including venue, travel, accommodations, catering, and materials
- ☐ Source and coordinate cultural gifts, protocols, swag, and other culturally appropriate event elements
- ☐ Coordinate the hiring of graphic facilitators or other specialized support for engagement meetings and events as needed
- ☐ Support Elders, Knowledge Keepers, facilitators, and participants on the ground during events, ensuring things run smoothly and people are well supported
- ☐ Support post-event follow-up including distribution of materials, minutes, and action items

3. Advisory and Governance Body Administration

IMCBC's primary governance body is the IMCBC Governance Circle, which is accountable for the direction and oversight of the organization — its administration is the responsibility of the Senior Executive Assistant. Alongside the Governance Circle, IMCBC is developing a set of smaller advisory and working bodies that support the broader portfolio of work, including providing cultural and community guidance, independent program oversight, and provincial coordination. The Coordinator provides administrative support to these bodies as they are developed through IMCBC's relational processes. Facilitation, decision-making, and relational leadership rest with IMCBC leadership, Elders, Knowledge Keepers, and designated chairs.

- ☐ Support the convening of advisory bodies as they are established, including outreach, scheduling, logistics, correspondence, and preparation of materials
- ☐ Provide ongoing administrative support once bodies are established, including coordinating meetings, circulating agendas and minutes, and tracking action items
- ☐ Support the administration of working groups and provincial coordination tables as they arise and as IMCBC's governance architecture develops

4. Program Coordination and Administration

The Coordinator supports the delivery and administration of IMCBC's member-facing programs. IMCBC currently administers one established funding program, with additional member programs in development. Where programs are linked to the Midwifery Master Agreement (MMA), the Coordinator ensures program administration adheres to MMA mandates and fulfils required reporting to government. The Coordinator will build administrative processes and member-facing materials as new programs are established.

- ☐ Administer IMCBC's existing funding program, including the full annual cycle of application intake, coordination of adjudication processes, applicant communications, record-keeping, and liaison with MABC finance for disbursement and reporting
- ☐ Support the development and launch of additional member programs as they are established, in coordination with the Executive Officer
- ☐ Support members in navigating funding and professional development opportunities available through IMCBC's partners, working closely with counterparts at MABC
- ☐ Build and maintain clear administrative processes, templates, and records for all programs

5. Research and Engagement Support

The Coordinator provides logistical and administrative support to the Senior Research and Policy Lead on community engagement activities, and works closely with the Senior Executive Assistant on shared operational tasks.

- ☐ Support the planning and logistics of focus groups, site visits, member consultations, and other engagement processes
- ☐ Assist with participant outreach, scheduling, materials preparation, and note-taking or data capture as needed
- ☐ Work closely with the Senior Executive Assistant to support governance logistics, travel coordination, and operational tasks across the IMCBC team
- ☐ Maintain up-to-date records of workplan tasks and deliverables in Asana, contributing to team-wide tracking and reporting

6. Provincial Coordination Support (Horizon)

As IMCBC's provincial presence and governance architecture develops, the Coordinator will provide administrative support to emerging provincial coordination tables, including scheduling, logistics, and circulation of materials. This work is in development and will grow as priorities and structures take shape through IMCBC's relational processes.

Qualifications

Required

- ☐ Post-secondary education in a relevant field, or an equivalent combination of education and experience
- ☐ Demonstrated 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 demonstrated ability to write in a strengths-based way about Indigenous midwifery, reproductive sovereignty, reproductive justice, and decolonization — able to carry these narratives forward accurately and respectfully without necessarily leading them
- ☐ Strong verbal communication and presentation skills, including comfort representing IMCBC in community and public-facing contexts
- ☐ Highly organized, with the ability to manage multiple workstreams, track details, and follow through reliably

- ☐ Comfortable working with digital tools including Canva, WordPress, JotForm, Asana, social media platforms, and standard office software
- ☐ Demonstrated commitment to cultural safety, humility, and Indigenous self-determination

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, gatherings, 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

Working Conditions and Benefits

This is a full-time (1.0 FTE) salaried position with core hours of 9:30am to 2:30pm, Monday to Friday, and a flexible working schedule. The role is primarily remote with periodic in-person attendance at the MABC/IMCBC office in Burnaby and provincial travel required to support community engagement, events, and gatherings. MABC offers a comprehensive benefits package including group health benefits, employer RRSP contribution, paid vacation, personal days, wellness days, and cultural leave, statutory holidays plus additional organizational closure days, and professional development opportunities. Full details are provided at offer stage.

Equity, Diversity, and Inclusion

Pursuant to Section 42(3) of the British Columbia 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. IMCBC and MABC are committed to fair, transparent, and equitable compensation that reflects the expertise and trust this role carries. Please reach out if you require any accommodations.

How to Apply

Please submit a resume and cover letter to applications@bcmidwives.com. In your cover letter, we encourage you to share what draws you to this work and how your background connects to IMCBC's mandate. Closing date: October 11, 2026.

We thank all applicants for their interest. Only those selected for an interview will be contacted. For more information about MABC and IMCBC, please visit www.bcmidwives.com.