

Position Description – Events and Project Coordinator

The Health-Care Equity, Quality and Human Rights (HEQHR) department at the Association of Ontario Midwives (AOM) is hiring an Events and Project Coordinator. This is a contract position to support projects funded by the Anti-Racism Action Program (ARAP) grant from the Government of Canada.

Please refer to the job description (below) for a detailed description of this position. If you are interested in applying or would like to learn more about the position, please email Faduma Gure (faduma.gure@aom.on.ca). Please email your resume and cover letter by Thursday, September 30th, 2021, to faduma.gure@aom.on.ca. Resumes received will be held confidential, shared with the selection committee only, and be used only for the purposes of selection for this position.

The AOM is committed to inclusive and accessible employment practices. We welcome and encourage applications from individuals who reflect the broad diversity of communities with which we work. The AOM welcomes applications from people with disabilities and as such if you require an accommodation to fully participate in our application or hiring processes, appropriate accommodations will be provided as required. Please contact faduma.gure@aom.on.ca regarding your request.

The AOM is a pro-choice organization, supporting reproductive choice and access to abortion care.

Note: This position is based in Toronto but presently remote. If it is safe and feasible to offer in-person events, the successful applicant will be required to commute to attend live events.

The salary for this position is a maximum of \$58,240 depending on qualifications, pro-rated for part-time (28 hours per week).

Reporting

The *Events and Project Coordinator* reports to the HEQHR manager.

Position Responsibilities

Shared Responsibilities

- Supports a workplace that is respectful and inclusive; and specifically, works to fulfil the expectations described in the AOM's Anti-Oppression, Diversity, Equity,

and Inclusion Policy

- Provides culturally sensitive service and employ humility when working collaboratively across the organization, particularly with the Indigenous Midwifery (IM) and HEQHR departments.
- Engages in organizational trainings and opportunities to promote cultural safety, anti-racism training and positive work environments within and across teams.
- Provides support to other members of the staff team during periods of high workload.
- Supports a workplace that is healthy and safe by engaging in health and safety activities and monitoring the workplace for and reporting hazards to physical and mental health.
- Contributes to content for communications or publications (this will include a variety of communication tools and strategies, such as web content, member emails and content for either member or public consumption) as requested.
- Monitors and contributes updates to the AOM web site as required.
- Ensures all external communications comply with AOM Communications Standards
- Ensures appropriate level security of information stored within the AOM.

Event Planning Responsibilities

- Coordinate all areas of event planning including prioritizing and scheduling work, adhering to event budgets, organizing workflow, serving as primary contact for event vendors, creating and managing event registration and event day logistics, troubleshooting.
- Serve as the primary staff person for programs related to the ARAP grant including webinars, meetings and live events; and other programing, events or meetings as assigned.
- Work collaboratively with content developers/analysts/specialists within AOM departments and external contractors to develop goals and objectives for the events and other projects, including, coordinating tasks, drafting speaker contracts based on AOM templates, policies and processes, designing event program components and delivery formats, developing program evaluation and drafting a report of the evaluation responses.
- Assist with the design of promotional materials in collaboration with the Communications department for the educational programs, toolkit resources and distribution plans for marketing materials, including the use of the AOM website, in consultation with the IM and HEQHR departments to ensure Indigenized, anti-racist promotion/marketing processes.
- Evaluate all program planning activities with a view to cultural sensitivity and humility, appropriateness, feasibility, and cost effectiveness and prepare reports

accordingly.

- Maintain accurate budget, paper, and electronic files using tools/processes provided.
- Respond to phone, fax, and email inquiries, including from members, and provide member service in line with service standards.
- Perform additional tasks as assigned.

General Project Coordination Responsibilities

- Collaborate with HEQHR Manager and Director to organize and keep track of the various ARAP grant activities including, managing Asana project, scheduling internal and external meetings, drafting reports, liaising with contractors and managing project timelines and workflow.
- Create and maintain project organization processes to effectively catalogue documents and reports.
- Collaborate with other AOM departments and with external contractors supporting the ARAP grant project to communicate project progress and manage any issues that arise.
- Engage with members and event speakers with respect and cultural sensitivity.
- Attend and/or provide support to related Committees and other meetings as required, specifically by scheduling meetings, collecting and distributing meeting materials, arranging for catering and technical equipment, operating virtual meeting software, taking and distributing minutes, collating member feedback on materials, and maintaining member lists and records.
- Process ARAP grant invoices or other costs or payments in accordance with AOM policies and procedures
- Professionally responds to and / or redirects enquiries from members, stakeholders, providing resources and information about department specific programs.
- Assist with external reporting to funders as required.
- Coordinate website content posting with team and with Communications staff
- Order, track and receive, and maintain program/department resource materials.
- Administer the department's privacy requirements and record retention as directed by the respective AOM policies.
- Provide other support to the department as assigned.

Key Competencies

- Post-secondary education in adult education, event planning certificate or related designation preferred.
- 3+ years experience in the planning and coordination of large and small events.
- 1 to 3 years experience in an administrative or project coordinator capacity.

- Lived experience with racial inequity on both an individual and structural level.
- Ability to communicate with respect and cultural humility, employing an anti-racism, anti-oppression approach.
- Strong interpersonal skills and attributes, including humility, maturity, diplomacy, and ability to create positive, professional relationships with AOM staff, members, and stakeholders.
- Excellent organization, planning and prioritization skills and good judgment necessary to coordinate many interdependent activities.
- Strong attention to detail with high levels of accuracy.
- Able to manage multiple projects simultaneously and meet deadlines.
- Able to adapt to rapidly changing situations and demands.
- Effective problem solver and creative thinker.
- Highly proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook) Survey Monkey, Zoom and/or other online meeting platforms.
- Experience in working with databases used to facilitate events planning and managing online events.
- Able to meet travel requirements to conferences and events.