



External Job Posting – Membership Services Coordinator

The Association of Ontario Midwives (AOM) advances the clinical and professional practice of Indigenous and registered midwives in Ontario. We are seeking a Membership Services Coordinator to join our dynamic and progressive organization for a full-time, permanent position.

Reporting to the Manager, Membership Services, the Membership Services Coordinator provides financial and administrative support to the AOM's membership systems. The coordinator is responsible for ensuring accurate and timely processing of membership and liability insurance applications and fees, and administration of the membership database.

Key Responsibilities

- Works collaboratively within and across staff teams to ensure high quality programs and services for members
- Coordinates all aspects of Membership and Insurance Administration for members using a variety of tools such as a membership database, spreadsheets, email and project management software

Key Competencies

- Minimum of 3 years experience in program administration preferably within an association environment, with emphasis on financial controls and project management
- Strong customer service and member-relations skills
- Experience working with membership-based databases
- Exceptional attention to detail
- Solid working knowledge of financial controls, processing of financial transactions and accounting principles
- Demonstrated ability to work effectively in a team environment
- Ability to coordinate multiple projects simultaneously and meet deadlines
- High proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Strong initiative and the ability to work in a self-directed manner with effective problem-solving skills

- Excellent organizational, planning and prioritization abilities with sound judgment to coordinate interdependent activities
- Strong interpersonal and communication skills that support productive, professional relationships with members, staff and stakeholders
- Ability to exercise a high degree of discretion with confidential documents and information
- Experience with or knowledge of midwifery is an asset

Salary: The range is \$55,917 to \$83,876 per year with an expected starting salary range between \$55,917 - \$69,896, depending on qualifications.

Duration and Work Hours: This is a permanent position to fill an upcoming vacancy. It has a 35-hour work week with an expected start date in late October/early November 2026.

Location: This position is remote; however, the successful candidate will be required to work on-site as needed, typically a few days per year.

Artificial Intelligence: AI may be used to assist with the selection process; however, decisions will be made by human resources staff and the hiring committee.

Candidates are to submit a cover letter and resume to membership@aom.on.ca with the subject line "Membership Services Coordinator" by 12 p.m. on August 28, 2026. 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 and provide appropriate accommodations as required. Please contact HR at hro@aom.on.ca to request accommodation.

The AOM is a pro-choice organization, supporting reproductive choice and access to abortion care. This position offers an excellent and dynamic work environment that promotes collaboration, professional development and work life balance.

The AOM recognizes the profound value of a racially diverse, decolonized and anti-racist workplace and midwifery sector, and is committed to actively work to dismantle systemic racism and inequity in the workplace and within healthcare (see AOM's Racial Justice Position Statement and Diversity, Equity and Inclusion Position Statement). Applications will be held confidential, shared with the selection committee only, and used only for the purposes of selection for this position.