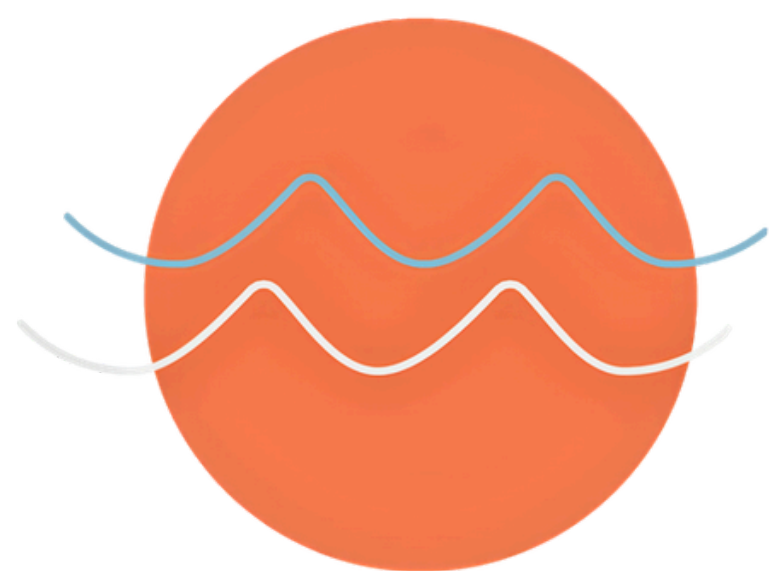




MIDLAND MIDWIVES

By the Bay

We are hiring!

Office Administrator (Occasional)

Position Overview :

Midland Midwives are looking for a dependable and enthusiastic person to join our administrative team on a casual basis to cover holidays, sick days, and possibility for growth into a consistent part-time position for 1-2 days/week.

Key Responsibilities :

- Provide general office and reception duties (answering and making calls, faxing, email, etc.)
- Managing the midwives' appointment scheduling
- Assisting our office manager as needed

Key Details:

- \$20-22/hr based on education and experience
- Hours (as needed)
- Start time: as soon as possible

Key Assets:

- Experience working in midwifery, medical, or dental office environment
- Excellent oral and written communication skills, French language skills a bonus!
- Experience working with under-served/low-resource populations
- Ability to work independently with minimal supervision in a busy office environment
- Proficiency with office machinery and computer programs such as Microsoft Office, Outlook and Excel.
- Training or experience working with LGBTQIA2S+ and First Nations, Inuit, and Métis people

Our team fosters a creative and supportive work environment. We are a busy and growing midwifery practice, managing over 50% of the births within our community. In addition to traditional midwifery services, we manage a community sexual health clinic. We are committed to providing non-judgmental care and removing barriers to access for low-resource populations.

How to Apply?

Send your cover letter and CV to **kim@midlandmidwives.ca**

Subject: **Administrator Job Posting – [Your Name]**

Deadline: Applications will be reviewed on **October 23, 2026.**

We thank you for your interest in working with Midland Midwives By the Bay!

For more information, we invite you to reach out directly to kim@midlandmidwives.ca, and check us out at the following websites: