

Operations Manager - Community Midwives of Ottawa

Community Midwives of Ottawa is a new midwifery practice (established in 2016) with a strong commitment to health equity, and a diverse client population. We are 9 Registered Midwives, with the equivalent of 1.5 FTE staff members.

Reports to: Partners of the practice

Job responsibilities include:

- Financial management (preparing and maintaining financial records, budget reporting and projections, payroll, benefits, compensation agreements, liaise with accountant)
- HR responsibilities (supervision of staff, maintain personnel files, co-ordinate performance reviews, draft job postings, revise contracts)
- Social media and website management
- Prepare information to assist business partners in making decisions
- Operations management (primary contact for IT issues, liaise with landlord and property management, inventory/ordering, day-to-day operations support)
- Maintain client database and ensure privacy and confidentiality of client and practice information
- Drafting proposals for funding and business plans
- Attend weekly practice meetings, prepare minutes with clear action items and timelines

Experience/Skills/Characteristics:

- Experience writing successful funding proposals
- Experience in management
- Highly organized
- Flexible, able to adapt when urgent care changes the plans
- Training in bookkeeping preferred - experience with QuickBooks is an asset
- Experience as a midwife or business partner an asset
- Microsoft Office - Outlook, Excel, PowerPoint
- Google Suite - Sheets, Docs
- Experience with an EMR is an asset

We specifically encourage applicants who identify as IBPOC, queer or genderqueer to apply. Fluency in French, or any other language is a considerable asset. We are looking for a spreadsheet wizard who is kind, openminded and non-judgemental, who may not be knowledgeable about, but who will be able to embrace health equity and harm reduction.

Compensation : 60 000 - 70 000, commensurate with experience. This is a one year contract with a possibility of renewal.

Please send your CV and a letter describing how your set of experience and skills are well suited to this work to admin@ottawamidwives.ca attn: Amy McGee, by June 30, 2021. Anticipated start date for this position is the beginning of September 2021.