

Internal/External Post: Manager, HEQHR (parental leave contract position)

The Health-Care Equity, Quality and Human Rights (HEQHR) department is seeking a Manager for a full-time, 12-month contract (with the potential for an extension) to cover a parental leave. The expected start date is September 2026.

Reporting to the Director, HEQHR, the Manager leads staff recruitment, onboarding, supervision, and performance management, ensuring high-quality, timely delivery of tasks aligned with strategic and grant commitments. The role supports government advocacy, stakeholder engagement and member support, and drives alignment across the organization and sector to advance the priorities of the HEQHR department.

The ideal candidate brings experience in team leadership, program and project management, and health equity, policy, or a related field. They effectively manage competing priorities, deliver results in fast-paced environments, and communicate with clarity and cultural humility. Grounded in anti-racism and anti-oppression, they are a strategic and analytical thinker who can translate evidence into action while building strong relationships across teams, the membership, stakeholders, and government. They also demonstrate strong written and oral communication, editing, and critical review skills, with the ability to produce and refine high-quality materials for a range of audiences.

In keeping with the AOM's commitment to employment equity and advancing racial justice, and in consideration of the knowledge and experiences required for this position, we are prioritizing racialized candidates. Lived experience with racism is recognized as fundamental knowledge that is relevant to this position. Candidates are requested to self-identify in their cover letter.

The successful candidate will have:

- University degree in midwifery, health care, public policy or related field; or professional equivalency; Master's degree in a related field is an asset
- Demonstrated success in program and team management
- Lived experience with systemic racism, including anti-Black racism and/or human rights-based discrimination
- Proven ability to apply progressive management practices and communicate with cultural humility, grounded in anti-racism and anti-oppression principles
- Strong organizational and project management skills, with the ability to effectively manage competing priorities and meet timelines

- Excellent research, health equity, and policy development skills
- An understanding of provincial legislation, policies and strategies related to antiracism, human rights and health equity
- Strong interpersonal skills including humility, professionalism, diplomacy and the ability to build effective relationships with staff, members, and stakeholders
- Exceptional attention to detail with high levels of accuracy and quality in all work
- Strong written and verbal communication skills
- High level of initiative, with the ability to work independently and demonstrate strong problem-solving skills
- Excellent analytical skills and strategic thinking skills
- Ability to work collaboratively across departments, balancing competing priorities with flexibility and sensitivity
- Advanced proficiency in Microsoft Office and Asana (or equivalent project management tools) in a networked environment
- Experience working within a not-for-profit environment is an asset
- Highly proficient with Microsoft Office (e.g., Word, Excel, PowerPoint, Outlook)

Position Responsibilities

Shared responsibilities

- Provides culturally safe service and employ humility when working collaboratively across the organization, particularly with the Indigenous Midwifery (IM) and Health-Care Equity, Quality and Human Rights (HEQHR) departments
- 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
- Engages in organizational trainings and opportunities to promote cultural safety and positive work environments within and across teams
- Works collaboratively within and across teams to ensure high quality programs and services for members
- 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
- Attends and participates in staff and team meetings
- Develops an annual work plan with their manager or director, in the context of the AOM strategic plan
- Ensures coverage of AOM core programs/services during vacations/leaves of other staff
- Assists with AOM conference or conference-related work, as requested
- 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 for the AOM website as required
- Ensures all external communications comply with AOM Communications Standards
- Ensures appropriate level security of information stored within the AOM

Managerial responsibilities

- Manages the assigned staff using the parameters set out in the AOM Human Resources Policies and/or current best practices
- Manages assigned staff ensuring individual work plans are aligned with the strategic plan and delegates work based on key strengths
- Using progressive management practices, including employing cultural humility, anti-racism and anti-oppression approaches, coaches staff and contributes to a work environment where staff thrive and objectives are met
- Manages the recruitment, on-boarding, and performance management of assigned staff as required
- Works to achieve strategic planning priorities by establishing individual annual work plans for assigned staff, team plans, timelines and critical paths, and work plans for assigned committees, work groups and task forces.
- Provides regular updates and reports on HR to the Director, and participates in decision-making as it relates to recruitment, hiring, performance evaluation, discipline and termination of staff
- Provides on a minimum basis, monthly reports to the Director on the status of strategic planning, priorities and HR matters
- Works with the Director to develop annual department budget; maintains budget and manages yearly spending, liaising with accounting staff when appropriate
- Ensures program budget targets (revenue and expenses) are met
- Submits information necessary for bookkeeping and accounting systems, in a timely manner, to the bookkeeper and other finance staff as required
- Communicates and coordinates with staff in other departments, particularly Indigenous Midwifery, in a manner that facilitates the collaboration of work between departments and staff
- Communicates and coordinates with other managers and directors in a manner that facilitates the consistency of management approach between departments
- Ensures that all materials, publications, and communication produced by the department leaving the AOM office are accurate, well written and meet brand standards
- Makes decisions about service-related issues and ensures that the Director is aware of any sensitive/ political issues that may be arising or active within the AOM
- Ensures department staff understand and work within parameters set out in AOM policies

- Manages and coordinates multiple projects as assigned
- Ensures coverage of AOM core programs and services during vacations and/or leaves
- Provides project management oversight, including adherence to deliverables, timelines, and budgets including those written into external grants, and drafting of interim and final reports
- Supports the development of content for member meetings by assigning resources and managing deliverables as required
- Ensures department related content for website is monitored and updated as needed
- Drives work to operationalize the objectives of committees, task forces and working groups, providing support to the Director, Chair and midwifery members of those groups as required, including agenda setting, information provision, long-term planning
- Manages the administrative support needs for assigned Committees, work groups, and task forces, by ensuring administrative support is provided as required
- Assists the Director in developing department standards that ensure the department provides exceptional members service and support

Specific responsibilities

- Proactively identifies and drives the HEQHR strategy and makes recommendations to the Director
- Keeps current with key issues affecting health equity and practices and/or policies impacting racialized and equity-seeking healthcare providers and birthing communities
- In collaboration with the Communications team, manages the development of materials to assist members with issues related to communications and media relations, including promotion of racial equity and human rights in midwifery
- Works closely with departments within the AOM to ensure cross-pollination of racial equity and human rights objectives across the organization
- Prepares and delivers presentations on HEQHR work at Board meetings, member meetings, conferences or other venues as required
- Maintains a working relationship with members and stakeholders and represents the AOM on external working groups and projects as assigned
- Collaborates with the management team to strategize the development of AOM grant proposals, research papers and position papers to the government and outside bodies
- Develops or assigns the development of discussion papers, briefing notes and background summaries on key risk related policy issues impacting midwifery and the AOM
- Conducts and/or assigns research to staff and provides analysis and/or summaries of key research issues and policy directives to the Director
- Supports the government relations work of senior management through research, strategizing, preparing materials and attending meetings



- Supervises student interns as required
- In collaboration with the Communications department, develop various communication products such as:
 - the Annual Report
 - the Midwifery Memo
 - key speeches by AOM leadership

Location: This position is remote; however, the successful candidate will be required to work on-site as per departmental needs.

Salary: The salary range for this position is \$93,940 to \$140,909 per year with an expected starting salary of approximately \$93,940 to \$117,423, depending on qualifications.

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.

Interested candidates are to submit a cover letter and resume to the attention of the Director, HEQHR at feben.aseffa@aom.on.ca with the subject line "Manager, HEQHR" by **9:00 a.m. on Tuesday, June 30, 2026.**

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 the AOM's [Racial Justice Position Statement](#) and [Diversity, Equity and Inclusion Position Statement](#)).

The Association of Ontario Midwives 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 provides appropriate accommodations as required. Please contact hro@aom.on.ca regarding your request.

Applications will be held confidential, shared with the selection committee only, and used only for the purposes of selection for this position.



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.

Due to the anticipated number of applications, we regret that we can only reply to those candidates who will be selected for an interview, but we thank all applicants for their interest in this position.