Job Posting: **Health Project Coordinator**

Terms: **Full-time**

Location: **Ottawa, Ontario**  
*with accommodation to work remotely for the successful candidate*

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**Job Description: Health Project Coordinator**

Les Femmes Michif Otipemisiwak (LFMO) Women of the Métis Nation (WMN) is the recognized voice of Métis Women across the homeland. Our mission is to ensure that Métis Women are safe, connected, empowered, and have capacity to work with other Canadian and Métis organizations to help create the conditions for healthy, vibrant, and productive communities throughout the Métis Nation. We are supporting the addition of a Project Coordinator to our LFMO Health team to lead activities that develop our new Sexual and Reproductive Health Project, and support LFMO’s work on health related policies, practices, and research.

The Health Project Coordinator works in close collaboration with colleagues applying a Métis-specific GBA+ lens in carrying out all project activities as outlined in the project work plan. The coordinator maintains current subject matter knowledge as well as knowledge and experience to leverage into creating effective outputs to support Métis Women’s Sexual and Reproductive Health, including cervical cancer prevention. To successfully perform in this position, candidates need an understanding of the historical context and contemporary realities of Métis in Canada, how they intersect with trauma, and the work needed to improve the wellbeing and health of Métis women, girls and 2SLGBTQQIA+ in Canada.

Working in collaboration with our health and social development team, the Health Project Coordinator supports LFMO’s mandate by leading our Sexual and Reproductive Health project activities. The Health Project Coordinator represents Métis women and LFMO at project-related meetings and engagements, and is the lead on this project, ensuring that work plan activities are happening in a timely manner.

**Responsibilities**

- Is the lead on the LFMO Sexual and Reproductive Health Project, supporting the achievement and outcomes related to the file’s work plan and identified outputs.
- Engages in policy development, analysis, and research activities related to Métis Women’s sexual and reproductive health, Métis women’s cervical cancer prevention and treatment, and related files assigned supporting the health and wellness of Métis Women, girls, and 2SLGBTQQIA+.
- Identifies and provides timely strategic information and advice on current and emerging sexual and reproductive health issues relevant LFMO’s work, and that impact Métis Women.
- Implements workplan activities within the scope of LFMO’s Sexual and Reproductive Health project funding and initiatives.
- Plans and/or facilitates meetings, focus groups, teleconferences, webinars, and workshops as required for the project work plan, including coordination of logistics.
- Develops educational materials, tools, presentations, and communications related to the project’s educational objectives.
- Assists with project report writing, including organizing, compiling, and drafting reports and other materials related to projects and distributes final documents to all project stakeholders.
- Initiates, plans, supervises, and implements sexual and reproductive health related engagement activities with Métis Women.
- Work collaboratively with the leads on other health files and other LFMO staff as required.

**Essential Qualifications**

- Outstanding communication and collaboration skills, and open-minded approach to influence decision making; working effectively with various levels of management and teams.
- Ability to build consensus within groups with diverse needs; demonstrates a willingness to learn and ask for help and maintain presence interacting with internal and external stakeholders.
- Time management – Ability to balance multiple tasks and large volume of duties; prioritizes; takes initiative to ensure deadlines are met and work is completed properly.
- Ability to work independently and to collaborate with staff, contractors, and stakeholders.
- Oral and written skills including presentation and group facilitation skills.
- Ability to coordinate logistics for events, meetings, and workshops.
- Sensitivity and empathy to facilitate a trusting environment.
- Conflict resolution skills and tact to support difficult situations.

**Key Skills and Knowledge Requirements**

- Familiarity and expertise with respect to women’s health, and sensitivity and skill with respect to sexual and reproductive health issues.
- Embodies a trauma-informed approach that will support communications and engagement with Métis Women, girls and 2SLGBTQQIA+ Métis about sexual and reproductive health.
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines.
- Excellent written and verbal communication skills.
- Works well with others and handles direction and criticism in a positive manner.
- Ability to absorb new ideas and concepts quickly and ensure they are clearly communicated to an audience.
- Politically and culturally sensitive.
• Computer literate, including effective working skills of MS Word, Excel, PowerPoint, email, and Adobe Products.
• Ability to work independently & expeditiously, including working under tight timeframes & with competing priorities.
• Effective interpersonal skills and the ability to build and maintain effective networks and relationships and work as an integral member of various teams.
• Demonstrated sound judgement, tact, initiative, flexibility, and problem-solving ability.
• Flexible schedule may have to work evenings and weekends.
• Able and willing to travel.

Preference will be given to individuals of Métis and other Indigenous ancestry, please self-identify.
(Section 18 of the Human Rights Code of Ontario)
We thank all applicants for their interest in this opportunity.
Only those selected for an interview will be contacted.

Please submit resume and covering letter to:

For more information, please contact:

Les Femmes Michif Otipemisiwak / Women of the Métis Nation
email: info@metiswomen.org
website: www.metiswomen.org