

# Maya Midwifery International



## Job Posting: Local Administrative Coordinator

**Position:** Half-time, approximately 20-25 per week

**Start date:** Immediate

**Location:** Xela, Guatemala with travel to Concepción Chiquirichapa, Guatemala

### Organization Summary

Since 1999, Maya Midwifery International (MMI) has served as an advisory and fundraising body for ACAM (Association of Midwives of the Mam Speaking Area) – a group of 30 Maya midwives in Guatemala who work together to address issues specific to indigenous midwives and the communities they serve. MMI's mission is to improve maternal and child health outcomes by helping to prepare and sustain local midwives in their communities, with a specific focus on ACAM. MMI's model is based on listening to local midwives and community members and addressing issues that go beyond just training and service delivery, but that tackle challenges in a way that holistically considers economic and community empowerment, cultural respect and support, and educational attainment together with addressing health issues.

In Guatemala, midwives have been practicing and supporting women, families and communities for thousands of years. In Maya communities, midwives are highly respected health care providers and integral members of the community. ACAM is based in the town of Concepción Chiquirichapa, close to the city of Quetzaltenango, in Guatemala. The ACAM midwives provide much of the care for their clients in their birth center in Concepción Chiquirichapa, which was built in 2003 with donations from U.S.-based midwives and supporters; it is the only medical facility in Guatemala owned and operated by indigenous midwives. They also conduct monthly mobile clinics in four surrounding rural communities. The ACAM midwives provide prenatal care and counseling, attend normal births, and provide postnatal care to mothers and their newborns, as well as nutrition counseling, family planning, and cervical cancer screening. All of the services provided are of excellent quality and very low cost for patients; for high-risk pregnancies or complications, they will refer to the local hospital in Quetzaltenango, though many women refuse to go due to cost, poor quality care, or lack of female and/or culturally competent providers. The ACAM midwives speak the language of their clients (Mam) and understand their cultural practices and rich heritage, and this is integrated into the quality, culturally appropriate care that they provide.

### Summary of Position

Maya Midwifery International/ Asociación de Comadronas del Area Mam seek a dynamic part-time Local Administrative Coordinator, bilingual (Spanish & English), experienced in administration, nonprofits, grant writing, and with a deep commitment to maternal and child health, indigenous

midwifery, and preserving local traditions. The Local Administrative Coordinator will provide overall support of the ACAM (Asociación de Comadronas del Área Mam) Director's Council, North American Midwife Mentor, as well as Maya Midwifery International (MMI) US-based administration. This position is part time (approximately 20-25 hours per week) and requires travel to Concepcion Chiquirichapa Guatemala, ideally at least 1-2 times per week, with a remote-work arrangement the rest of the time (e.g. home-office in Xela).

### **Primary Responsibilities**

#### *Special Projects- Radio Program*

- Assistance with coordinating the radio program and all it encompasses in coordination with ACAM Midwives
- Communicate with the Guatemalan group of experts in the development of radio programs and assist the midwives in organizing trainings with this group
- Coordinate logistics of initial 2-day workshop, virtual monthly meetings, and follow-up meetings
- Monitoring and evaluation of radio program & data collection
- Help the midwives look for additional radio stations for coordination and publication of the program

#### *Fund Development*

- Act as the fund development/ grant liaison assistant to MMI
- Keep records of incoming grants and disbursement of grant funds
- Work on local fundraising efforts, including identifying grants & securing donations
- Take photos required by grants that demonstrate the work of midwives in clinical and educational endeavors

#### *Data Collection*

- Assistance with the tracking of statistics and records of clinical care rendered by ACAM Midwives and collaborating general practice physician in coordination with the Midwife Mentor

#### *Communication and Networking*

- Act as a communication and networking assistant in coordination with the MMI Social Media Coordinator
- Provide and manage material for social media accounts, MMI website, ACAM Facebook page, and other media for MMI
- Create regular and frequent social media posts with relevant material, articles, and photos to encourage visibility
- Manage posts providing donation opportunities and requests
- Take, upload, organize, and post photographs and blog entries

#### *Local Coordination and Partnerships*

- Assist in the communication and coordination with other NGOs in Guatemala to form cooperative ventures (e.g. cervical cancer screening days, nutrition initiatives, family planning, etc.) through local media and marketing efforts
- Assist in the coordination with language schools and expat communities in Xela to coordinate visits with potential donors, non-clinical volunteers, and representatives from local organizations with similar goals

#### *US Coordination and Partnerships*

- Assistance in the development of student (clinical) and volunteer (non-clinical) programs through networking and administrative tasks in coordination with the Program Manager
- Interview, host, collaborate to develop task lists
- Facilitate travel and daily schedules of volunteers and students, including in clinic and at mobile sites
- Coordinate, plan, and facilitate travel arrangements for outside visitors, visiting donor groups, visiting instructors contracted to teach advanced midwife skills, volunteers, and staff to the ACAM Center

#### *Capacity Building*

- Provide capacity building opportunities to the midwives on the principles of project administration, leadership development, grant writing skills/ identifying and securing local grants
- Teach and strengthen computer skills, data collection and documentation to the midwives

#### *Building support, supply, and maintenance*

- Assist in the supervision of supply and equipment procurement in coordination with the Midwives Director's Council and MMI administration
- Gather estimates, do ordering and direct purchasing of supplies, facilitate development of regular supply chain logistics through Xela medical suppliers
- Coordinate transport of supplies from the US, create opportunities for receiving supplies from US to a Guatemala address, coordinate the transportation of equipment and supplies purchased in the US, in conjunction with planned visitors from the US
- Address equipment shortages or malfunctions, including repair requests
- Facilitate transportation services as needed for mobile clinics and procurement of local supplies
- Be responsible for overall building maintenance, general upkeep, and project management including renovations (carpenter), utilities, solar panels, WIFI, plumbing, water filtration systems, etc.

#### **Qualifications**

1. Experience in administration and coordination of multiple parties. Nonprofit experience a plus. International US/Guatemala experience a plus.
2. Ability to work in a multi-cultural environment; understanding and experience with indigenous communities; demonstrated cultural competency, and commitment to diversity and inclusiveness; must be highly organized, as well as flexible

3. Previous experience in administration or coordination of multiple parties. Public health and/or service-delivery program design, implementation, and management experience a plus.
4. Abilities in data tracking, management, and analysis. Abilities in fundraising, including grant-writing a plus
5. Excellent communications skills – written and oral. Bilingual in English and Spanish. Mam language abilities a plus.

To apply, send CV and cover letter to:  
**[administrator@mayamidwifery.org](mailto:administrator@mayamidwifery.org)**