

Job Title: Part-Time Administrative Assistant
Organization: Federation of Medical Women of Canada (FMWC)
Location: Remote (within Canada)
Hours: 5–10 hours per week
Application Deadline: August 15, 2025

About Us

The Federation of Medical Women of Canada (FMWC) is a national, not-for-profit organization committed to the advancement of women in medicine and the improvement of women's health across Canada. We connect, support, and advocate for our members, female physicians and medical learners, through education, leadership development, and collaboration.

Position Summary

We are seeking a **Part-Time Administrative Assistant** to work remotely supporting our Executive Director. This role is ideal for someone who enjoys working independently, has excellent communication and organizational skills, and wants flexible hours while contributing to a meaningful cause. The ideal candidate is efficient, detail-oriented, proactive and possess strong communication skills.

Key Responsibilities

- Provide general administrative support to the Executive Director.
 - Respond to member inquiries and assist with membership renewals.
 - Support communications efforts, including monthly e-blasts preparation, and local branches and committees.
 - Manage website content updates.
 - Generate and distribute membership lists to local branch presidents.
 - Assist with coordinating quarterly board meetings, including preparing the consent agenda.
 - Contribute to recruitment initiatives for new members and for the annual conference.
 - Support additional projects such as branch guide development, the annual report, and other organizational initiatives.
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Qualifications

- Proven experience in an administrative or support role

- Strong written and verbal communication skills
 - Excellent organizational and time management abilities
 - Comfortable with digital tools such as Zoom, Microsoft Office
 - Ability to work independently and remotely
 - Use of your own computer will be required; must have internet access
 - Previous experience working with a non-profit or membership-based organization is a plus
 - Experience supporting social media outreach is an asset
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Hours & Compensation

- **Hours:** 5 to 10 hours per week (flexible scheduling)
 - **Compensation:** \$25/hour
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To Apply

Please send your **resume** and a brief **cover letter** outlining your relevant experience and interest in the role to fmwcmain@fmwc.ca by **August 15, 2025** and indicate “**Application for part-time position**” in the subject line.