

Position Title: PLEA Program Coordinator

Reports to: Executive Director, College of Midwives of Alberta (CMA)

Start Date: Immediately

Location: Remote (Alberta)

Job Type & Location: 2 Year Contract (Full-time), Temporary

Salary: \$70,000 per year

Posting Period: May 21, 2026 to June 22, 2026

Job Overview

The PLEA Program Coordinator is responsible for leading, planning and implementing all aspects of the enhanced Prior Learning Experience Assessment (PLEA) Program to ensure project goals and objectives are achieved.

This position works closely with the CMA Registrar, Deputy Registrar, Registration Committee, and collaborates with external CMA partners.

The Coordinator will lead and coordinate activities related to the *Strengthening PLEA Project*, oversee program development and implementation, create evaluation tools, and prepare reports that demonstrate project outcomes and alignment with funder requirements.

In addition, the PLEA Coordinator will ensure evaluation findings are clear, accessible and meaningful for CMA, Registration Committee and the PLEA Candidates, while meeting Alberta reporting requirements and project timelines.

Responsibilities and Duties

Project Leadership & Development

- Develop and implement a competency-based PLEA framework aligned with Canadian entry-to-practice standards and Canadian Competencies for Midwives.
- Lead the design, validation, and delivery of orientation modules.
- Collect and analyze data from identified indicators.
- Draft, validate and implement orientation modules (Jurisprudence, Canadian and Alberta health system, cultural safety and professional integration).
- Design and implement the supervisor training curriculum and the supervisor incentive model.
- Revise existing policy to support eligibility criteria.
- Deliver Registration Committee training modules (bias-awareness, consistent decision-making, Fair Registration Practices Act compliance) for existing and new committee members.
- Develop and implement OSCE Blueprint with MRU Health Simulation Learning Center.

- Improve digital tools and Registration Management System for application, assessment and feedback (improve standardized forms).
- Create and pilot peer mentorship and support networks for IEMs.
- Develop and implement a project communication strategy.
- Conduct and present formative and summative evaluations.
- Create a mechanism to review and adjust program content and processes annually to reflect updated legislative and CMA Standards changes.

Project Management & Evaluation

- Conduct best practice research and integrate finding into policy and program updates.
- Contribute to policy revisions, reporting requirements candidates, instruction updates, monitor progress against project objectives and outcomes.
- Provide regular updates and recommendations to CMA leadership, partners and funders.
- Establish an annual review process to update program content.

Collaborate with CMA staff on:

- Program evaluation and follow up. This role will ensure that evaluation is rigorous, in line with project objectives and adheres to best practice.
- Ensure recommendations align with Alberta's midwifery and health system strategies.
- Support continuous quality improvement by identifying lessons learned and making recommendations.
- Develop reports for internal and external audiences.

Qualifications

1. Bachelor's Degree in a health-related field or related experience.
2. Preferred knowledge of midwifery, healthcare regulation, or registration of international professionals.
3. Strong facilitation, relationship building and project management skills.
4. Proficiency in digital tools, computer skills, learning platforms, and data management systems.
5. Excellent communication, presentation and reporting skills, with an ability to translate data into actionable recommendations.
6. Commitment to equity, transparency, cultural safety, and fair registration practices.

How to Apply

- Qualified candidates are invited to submit resumes to info@albertamidwives.org by June 5, 2026. Please include "PLEA Program Coordinator" in the subject line of your email.
- Resumes will be reviewed as submitted, and interviews will be scheduled as appropriate. CMA thanks all applicants.
- This position is subject to a valid Criminal Record Check.