



10/2018

**Position:** Independent Contract Accreditation Doula to lead (maintain and expand) an existing mentorship program “Midwifery Accreditation Support Track” (MAST) for MEAC schools.

**Compensation:** \$22/hour for an estimated 5 hours per week for 47 weeks annually

**Timeline of Contract:** start date: January 1<sup>st</sup>, 2019. End date: Ongoing, contingent on funding

**Requirement:** The applicant cannot be affiliated with a MEAC pre-accredited or accredited school during or for two years prior to employment.

**Position Description:**

The Accreditation Doula (AD) provides coordination of and leadership to the MAST (Midwifery Accreditation Support Track) Program. <https://www.mastprogram.org/>

The Accreditation Doula offers resources and support services for midwifery education institutions and programs that are interested in accreditation, pursuing initial accreditation, and seeking renewal of accreditation.

The Accreditation Doula:

- Implements the program based on the Program Manual and ongoing program evolution;
- Executes the recruitment strategy and orientation for participating schools/programs;
- Produces or coordinates production of innovative program materials including webinars, the MAST website, the newsletter, and the Virtual Resource Subscription;
- Participates in the promotion of community engagement and community learning;
- Provides ongoing evaluation to the program to measure program success and identify areas for improvement;
- Commits to furthering equity, access, and social justice through the MAST Program initiatives;
- Supports capacity building initiatives and planning of a national midwifery education and accreditation Summit;
- Engages in ongoing evaluation of the program for quality improvement purposes

The Accreditation Doula works in collaboration with the MEAC Executive Director, MEAC Board of Directors, and Accreditation Coordinators to ensure program success, appropriate scope, and coordination.

**Primary Responsibilities:**

Concierge to Schools: Helping Schools Access Program Strands

- Leadership for MAST Program
- Builds Connections within Midwifery Education Community
- Video conferences and communicates with schools
- Webinar Coordination
- Presence at In-Person Program Options (as funding allows)
- Recruits Schools to Participate
- Write and Publishes Newsletter



10/2018

- Reviews Evaluations and Makes Recommendations to MEAC/AME
- Coordinates Virtual Resource Subscription
- Updates MAST Website
- Midwifery Education and Accreditation Summit Support (as funding allows)

### **Necessary Knowledge:**

The knowledge, skills, and competencies necessary for the Accreditation Doula to possess in order to best fulfill the responsibilities of the position include the topic areas of:

- Recruitment
- Communication
- Accreditation
- Higher Education
- Mentorship
- Support
- Evaluation
- Program Delivery
- Webinar Production
- Event Coordination
- Volunteer Management
- Midwifery and midwifery education
- Use of Technology, especially desired is experience using Wix, MailChimp, Dropbox, Google Suite, SquareSpace

### **Statement of Non-Discrimination**

In all of its dealings, neither MEAC nor any of its duly authorized agents shall discriminate against any individual or group on the basis of race, age, sex, religion, color, national origin or ancestry, gender, disability, familial status, sexual orientation, citizenship status, or other protected status under federal, state or local law.

### **How to Apply**

To apply, please send the following materials as PDF attachment to [info@meacschools.org](mailto:info@meacschools.org)

- 1-page cover letter detailing the experience, knowledge, and skills you hold as they relate to the successful development of an accreditation mentoring program; your interest in the position; and your availability for the project as a contract employee given the outlined timeline
- An abbreviated (3 page maximum) CV or Resume

MEAC will review all applications received by the deadline and choose an appropriate candidate. Deadline for applying is: December 12, 2018.



10/2018

### **About MEAC**

MEAC is an independent, nonprofit organization recognized by the U.S. Department of Education as an accrediting agency for direct-entry midwifery institutions and programs.

The Midwifery Education Accreditation Council's mission is to promote excellence in midwifery education through accreditation. It creates standards and criteria for the education of midwives. MEAC standards incorporate the nationally recognized core competencies and guiding principles set by the Midwives Alliance of North America (MANA), The International Confederation of Midwives (ICM), and the requirements for national certification by the North American Registry of Midwives (NARM). MEAC's accreditation criteria for midwifery education programs reflect the unique components and philosophy of the Midwives Model of Care™. The purpose of MEAC is to establish standards for the education of competent midwives, and to provide a process for self-evaluation and peer evaluation for diverse educational programs.

MEAC operates in a virtual working environment. The agency is led by a Board of Directors and is supported by a staff of one interim Executive Director, interim Director of Accreditation, two Accreditation Coordinators, one CE Coordinator and several volunteers.