

About DONA International:

DONA International is the world's first, largest and leading doula certifying organization. When our founders created DONA in 1992, they professionalized the role of the doula. Since then, we have certified more than 12,000 DONA International doulas in more than 50 countries! DONA International's primary function is to provide excellent doula education and certification to a diverse population of doulas worldwide. DONA International promotes the highest quality perinatal support for birthing mothers and their families by setting the standard for doula education and training, and by advocating the research-based benefits of doula care.

We are a nonprofit, 501 C 6 organization, which means that DONA International works only to serve our doulas and members and to carry out our mission. Our organization exists to support doulas professionally and advance our vision of a doula for every person who wants one. This nonprofit model is important to us, and our members tell us it's important to them too. DONA Strives to promote high quality birth, postpartum and community-centered doula support by setting the standard for the doula profession through evidence-based training and certification for doulas of diverse backgrounds.

Vision: A doula for every person who wants one.

Overview:

DONA International is pleased to submit this proposal for services to support our organization's certification strategy and goals. We are looking for a talented Certification Manager to assist management and team members within the Department of Certification.

The Objective:

This position helps DONA International fulfill several objectives:

- Implementing and organizing office tasks in the Department of Certification
- Ensuring the organization's mission and vision are central in the functions of the Department of Certification
- Enhancing communication and feedback from members and (re)certification applicants regarding Department of Certification objectives

Scope of Project:

The selected independent contractor will:

- Be responsible for the smooth operations of the two key functions of the Department: The certification and recertification of doulas
- Manage webinar production projects related to the Department of Certification, collaborating on and/or creating content as needed
- Manage audit of certification application packets, process, and procedures
- Sit on the Certification Committee as an ex officio member
- Collaborate with and assist the committee chairs in coordinating the functions of each committee
- Ensure high levels of reviewer input and feedback and compile reviewer concerns and questions through regular meetings of the Certification Committee
- Be responsible for efficient recording and reporting of the certification approval processes
- Assist packet reviewers with applicant communication as needed
- Review certification applications as needed when there is an excess of applications in the queue
- Regularly communicate progress and ideas for the future to the Executive Director and Director of Certification

Reports to:

Director of Certification

Executive Director

Time Commitment:

- A one-year contract will be awarded with the option to renew, should it be deemed necessary and based on performance.
- It is expected that the work will take 15-20 hours per week.

Qualifications:

DONA International is looking for an individual proficient in the following areas:

- Project Management - Demonstrate project management skills and the ability to implement efficient internal processes
- Attention to detail
- Volunteer management - Able to unite groups with diverse opinions to work together to resolve issues and develop new ideas
- Adult education knowledge theory and best practice, distance learning, innovative curriculum and program design, program evaluation and educational technologies
- Demonstrate ability to design and implement appropriate educational assessment programs
- Possess excellent oral and written communication skills
- Have sound working knowledge of contemporary cloud-based platforms, such as Google Drive, Dropbox, webinar platforms, management database and learning management system
- Familiarity with the history, education, practice, certification, research evidence and continuing education for birth and postpartum doula, childbirth and lactation educators and doula trainers
- Experience, knowledge and training in birth equity, racial diversity, cultural awareness and cultural sensitivity training is required
- Carry out all responsibilities in accordance to Diversity & Inclusion best practices.

The ideal candidate will possess the following qualities:

- Appreciation for the doula profession
- Interest in birth and the perinatal communities
- Doula experience in birth and/or postpartum
- Previous engagement with DONA International is preferred but not required

Instructions for Submissions:

Independent contractors interested in being considered should submit:

- Introduction letter highlighting relevant experience
- Resume
- At least two examples of prior work
- At least two references

All questions and submissions should be submitted to:
Josie Hernandez, Executive Director
DONA International
executivedirector@dona.org