



THE HISTORIC JAMAA BIRTH VILLAGE™ CULTURAL HERITAGE CENTER

Founder's Administrative & Educational Coordinator

Primary Pod: Educational Stewardship Pod

Secondary Collaborative Pods: Cultural Heritage Stewardship Pod

Executive Leadership, Financial Stewardship & Organizational Development Pod

Reports Directly To: Director of Operations & Cultural Stewardship

Location: Hybrid | St. Louis, Missouri 63135

About Jamaa Birth Village

The Historic Jamaa Birth Village Cultural Heritage Center is a living cultural institution founded in Black maternal health, reproductive justice, cultural preservation, healing, education, and community care. Jamaa serves as home to the African Indigenous Midwifery Museum, the African Indigenous Midwifery Library & Research Institute, Midwifery School programming, cultural exhibitions, educational initiatives, and community centered care work grounded in the preservation of African and African Diaspora maternal traditions.

At Jamaa, we believe organizational work is also stewardship work. Our team members are not simply employees; they are caretakers of history, culture, community relationships, sacred knowledge, and the operational systems that allow this work to continue and grow. We are seeking individuals who can work with integrity, initiative, professionalism, emotional intelligence, and deep respect for community-centered leadership.

About the Founder & OSTM

Okunsola M. Amadou is the visionary founder of Jamaa Birth Village, founder of Okunsola's

School of Traditional Midwifery, Chief Museum Curator, and steward of the organization's cultural and spiritual framework. As Missouri's first Black Certified Professional Midwife and a nationally respected leader in Black maternal health, traditional midwifery education, and cultural birthwork-her work has helped shape a historic movement around African Indigenous midwifery reclamation, communal education, and culturally-grounded maternal care.

Okunsola's School of Traditional Midwifery (OSTM) is an innovative educational initiative designed to restore apprenticeship-based, communal, and culturally grounded pathways into midwifery education while preparing students for both traditional and modern midwifery practice.

Position Summary

The Founder's Administrative & Educational Coordinator serves as the primary administrative, educational, and organizational support partner to the Founder Emeritus, with a major concentration on supporting the daily coordination and operational needs of Okunsola's School of Traditional Midwifery (OSTM).

This role is approximately:

- **70% Midwifery School coordination, student support, educational logistics, and program administration**
- **20% Direct administrative and organizational support to the Founder Emeritus**
- **10% Museum, exhibition, and cultural initiative support connected to the Founder's curatorial leadership**

This position requires a highly organized, emotionally intelligent, adaptable professional capable of supporting both structured administrative systems and creative, visionary, spiritually grounded leadership workflows.

The ideal candidate understands how to support a founder whose leadership style is deeply relational, cultural, intuitive, and community anchored while still helping create organization, communication flow, accountability, operational structure, and student support systems around educational and cultural initiatives.

This role is ideal for someone who can hold professionalism, warmth, flexibility, discretion, initiative, boundaries, and community care simultaneously.

Compensation & Schedule

Salary Range: \$53,000 – \$58,000 annually (based on experience)

Part-Time Salaried Position: 25–32 hours per week

Hybrid Schedule:

- **Required weekly in-person office day on Tuesday & Thursday from 10:00 AM–4:00 PM**

- Additional in-person attendance required during student intensives, trainings, workshops, skill days, orientations, graduations, museum programming, and major organizational events
- Some evening and occasional weekend flexibility required based on educational programming and organizational needs

Benefits

- 2 paid organizational rest months annually (1 Winter, 1 Summer)
- 1-week Spring Break
- 1-week Thanksgiving Break
- Healthcare stipend
- Paid holidays aligned with organizational calendar
- Paid time off
- Professional development assistance

Please Note:

Rest months and extended organizational breaks become active following successful completion of the probationary period.

Core Responsibilities

Executive & Founder Support

- Provide direct administrative and organizational support to the Founder Emeritus as requested and assigned
- Support calendar coordination, scheduling, travel logistics, and communication support as needed
- Assist in maintaining communication flow between the Founder Emeritus, students, educators, collaborators, and organizational leadership
- Draft thoughtful, polished communications and correspondence for students, educational initiatives, museum collaborations, and cultural programming
- Support a creative and spiritually grounded workflow with professionalism, flexibility, discernment, and strong organizational boundaries
- Respect and help maintain designated periods of silence, restoration, creative space, and visionary planning time for the Founder Emeritus
- Serve as liaison support between the Founder Emeritus and organizational staff connected to educational, operational, and museum-related needs

Midwifery School Coordination & Student Support

- Serve as primary administrative coordination support for Okunsola's School of Traditional Midwifery (OSTM)
- Support student communication, attendance tracking, scheduling coordination, onboarding, records, and organizational systems

- Assist in helping maintain student retention and ongoing student engagement support systems
- Help connect students to resources, accessibility accommodations, lodging coordination, scheduling support, and educational logistics
- Support lead instructors and educational facilitators during virtual and in-person trainings
- Coordinate classroom setup, educational materials, supply preparation, and training readiness for in-person sessions
- Assist with tracking educational supplies, classroom needs, and student materials
- Support planning and coordination for orientations, workshops, intensives, graduations, and educational gatherings
- Assist in helping ensure accessibility needs are addressed for students and participants during in-person trainings and programming
- Support communication and coordination between students, educators, guest speakers, preceptors, and organizational leadership

Museum & Cultural Initiative Support

- Support the Founder Emeritus with organizational and logistical coordination connected to museum and cultural initiatives
- Assist with coordination of exhibit acquisitions, exhibit logistics, artist and collaborator communication, and cultural programming preparation
- Help track timelines, deliveries, installation preparation, and organizational needs connected to exhibitions and museum growth
- Serve as communication liaison support between the Founder Emeritus, Museum & Library Curator, Community & Operations Coordinator, and organizational leadership regarding museum and educational operational needs
- Assist with logistics connected to museum tours, workshops, cultural gatherings, and educational events tied to OSTM and Jamaa's cultural heritage initiatives

Required Qualifications

- Degree preferred in Education, Nonprofit Management, Public Health, Cultural Studies, Communications, Midwifery Education, Social Care, or related field **(or equivalent professional experience)**
- Minimum 2–4 years experience in executive support, educational coordination, nonprofit administration, student services, program coordination, or community-based organizational support
- Exceptional organizational and multitasking abilities
- Strong written and verbal communication skills
- **Ability to independently draft thoughtful, polished communications and manage responsibilities without overreliance on generative AI platforms**
- Proficiency with Apple/Mac operating systems, Google Workspace, calendar management systems, and digital communication tools
- Strong interpersonal skills with ability to support students, leadership, educators, and community members with professionalism and care

- Ability to work within evolving, creative, spiritually grounded, and nontraditional leadership workflows while maintaining organizational structure and accountability
- Emotional intelligence, adaptability, discernment, flexibility, and strong professional boundaries
- Foundational understanding of Black maternal health, traditional midwifery, reproductive justice, birth justice, African Indigenous healing traditions, social care, or community-centered educational models
- Commitment to cultural preservation, educational equity, ancestral stewardship, and community centered leadership

Preferred Qualifications

- Experience working within educational institutions, midwifery programs, reproductive justice organizations, museums, or healing centered organizations
- Experience supporting founders, executive leadership, educators, or public-facing visionaries
- Familiarity with apprenticeship based learning, community education models, or culturally grounded educational frameworks
- Experience with student support coordination, workshop logistics, or educational administration
- Some Knowledge of African and African Diaspora maternal health traditions and community birthwork models

Physical & Operational Requirements

- Ability to lift and move light to moderate educational supplies, books, classroom materials, and organizational equipment as needed
- Ability to comfortably navigate stairs within a historic building environment
- Comfort supporting both virtual and in-person educational environments
- Ability to assist with classroom setup, event preparation, and educational space organization as needed

Work Environment

This position operates within a hybrid educational, cultural, and community-centered environment that includes museum, library, classroom, archival, and public gathering spaces. The role requires adaptability, warmth, professionalism, and the ability to support both structured administrative systems and visionary, community rooted leadership.

Apply directly on the website:

<https://jamaabirthvillage.org/career-opportunities/>