



Job Posting: Administrative Assistant

Job Description:

Well Living House at the Centre for Urban Health Solutions (C-UHS) at St. Michael's Hospital is an action research centre that focuses on Indigenous infant, child and family health and wellbeing. At its heart is an aspiration to be a place where Indigenous people can come together to gather, understand, link and share knowledge about happy and healthy child, family and community living.

The centre is built from a foundation of almost two decades of collaborative work between Indigenous health researchers, front line health practitioners and Indigenous community Grandparents. The long-term vision of the Well Living House is that every Indigenous infant will be born into a context that promotes health and wellbeing – at the individual, family and community levels.

We plan to achieve this vision by improving health policies, services and programs through knowledge work: conducting research, building knowledge networks, and providing training. In all that we do, the Well Living House is committed to using and protecting our Indigenous knowledge, languages and ways of working.

The Our Health Counts projects use Indigenous community driven processes to generate a primary data platform and address gaps in understanding urban Indigenous health and wellbeing by working in partnership with Indigenous health service providers across Ontario.

Working under the direction of the Principal Investigator and Research Manager, the Administrative Assistant will support communications with community and research partners, and other coordination activities involved in the Our Health Counts project. Tasks will include assisting in arranging logistics surrounding site visits and project implementation, and administrative support.

Weekly hours: Full-Time
Hourly rate: \$23.00 - \$27.46
Start Date: April 1st 2020 – March 31st 2021
Location: Well Living House, Centre for Urban Health Solutions (C-UHS) at St. Michael's Hospital, Toronto, ON

Responsibilities

- Performs general office duties, e.g. files and maintains documentation, records, and study information
- Support communications with research and community partners across Ontario and other stakeholders
- Coordinates meetings, manages meeting minutes and agenda
- Support in coordinating study visits, including travel for project stakeholders
- General office duties e.g., mailings, faxing, phone messages
- Other duties as defined by the Principal Investigator and Research Manager

Qualifications

- Office Administration and or business administration diploma or Administrative Assistant background experience
- Experience engaging in Indigenous community
- Proficient computer skills (Word, Excel, Outlook, SKYPE, E-calendars)
- Ability to contribute to a culturally secure Indigenous health research environment
- Experience working independently and as a part of team
- Excellent communication (verbal/written) and team oriented interpersonal skills
- Excellent attention to detail and proven ability to learn new skills
- Excellent organizational skills to manage multiple tasks in a timely manner and flexibility to adapt to a changing workload
- Candidate must be flexible and work beyond the job description at times as work demands
- Driver's license an asset

Please submit your cover letter and resume to Nicole Muir at Nicole.Muir@unityhealth.to

Only those candidates selected for an interview will be contacted.