



Well Living House

## 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 project applies Indigenous partnerships and community driven processes to generate comprehensive health assessment information that address gaps in knowledge about urban Indigenous health and wellbeing.

Working under the direction of the Principal Investigator and Research Manager, the Administrative Assistant will support communications and scheduling with community and research partners, and research administration for the Our Health Counts project. Tasks will include scheduling meetings, process documentation, booking travel, implementing financial processes, project task management and administrative support.

Weekly hours: Full-Time – 5 months  
Hourly rate: \$20.01 - \$26.02  
Start Date: October 15, 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 agendas
- Support in coordinating study visits and gatherings, including travel plans for project stakeholders
- General office duties e.g., mailings, faxing, phone messages, ordering office supplies
- Other duties as defined by the Principal Investigator and Research Manager

## **Qualifications**

- Office Administration and or business administration diploma or Administrative Assistant background experience
- Demonstrated knowledge and experience engaging in Indigenous communities
- Proficient computer skills (Word, Excel, Outlook, Zoom, E-calendars)
- Ability to contribute to a culturally respectful and inclusive 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 dynamic and 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](mailto:nicole.muir@unityhealth.to)**

**Only those candidates selected for an interview will be contacted. We welcome student applicants and can be flexible as required to support class schedules.**