



## Administrative Assistant (1 FTE)

### Employment Opportunity-Project Specific

The Toronto Birth Centre (TBC) provides a unique, culturally safe and comfortable space for parents expecting a normal birth in the care of midwives; a place which is also welcoming to their extended family members and support system. TBC is also a place for the community to access educational, professional and community resources related to birth and parenting, and to enhance their overall well-being.

We are looking to hire a person who can lead and complete three administrative projects for TBC:

- 1) managing the administrative aspects of Midwifery Staff credentialing renewal at our facility;
- 2) developing a new electronic filing system for the Birth Centre, documenting the structure and format and training staff on its use; and
- 3) archiving paper files into electronic records.

Other administrative duties maybe assigned on an as needed basis.

**This is a 6-month contract position (February-July 2019)**

#### **Requirements:**

- Candidate must be self-motivated and be able to multi-task
- Strong organizational and administrative skills
- Strong technical skills and knowledge in Microsoft office. Ability to create and maintain an Access database is a requirement.

#### **Minimum Education and Experience:**

- Previous office administration: 1-2 years preferred or equivalent community experience
- Medical Administrator certificate or equivalent or high school education
- Hours: Monday to Friday 8:30 am – 4:30 pm
- Location: 525 Dundas Street East, 2<sup>nd</sup> floor Administrative Office

**Job Type:** Full-time contract position / 37.5 hours per week

**Salary:** \$19/hour+ vacation pay

If you are interested in this opportunity, please send email along with cover letter and resume to [ed@torontobirthcentre.ca](mailto:ed@torontobirthcentre.ca) by January 25, 2019.

*The Toronto Birth Centre encourages applications from all gender identities and values a diverse workforce that reflects the communities it serves. Indigenous candidates are especially invited to apply. We thank all interested applicants; however, only those selected for an interview will be contacted.*