



Clinical Administrative Assistant (0.50 FTE)/

Database Administrator (0.50 FTE) =1.0 FTE

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 to work in the birth centre's clinical administrative operations and to maintain and utilize the databases to produce accurate reports that can inform our work and decision making.

Requirements:

- Intermediate MS Access skills: ability to design and edit tables, queries and forms, and enter data to produce accurate records and run reports.
- Intermediate MS Excel skills: ability to edit worksheets and build formulas to produce reports/charts or analysis, as well as clean and maintain data.
- Candidate must be self-motivated and able to multi-task.
- Strong inter-personal, organizational, and administrative skills.
- Strong analytical and critical thinking skills: this role involves working with management to create reports that reflect changes in our operations and outcome monitoring in keeping with our Indigenous Framework and core values.
- Strong technical skills and knowledge in Microsoft office.

Hours: 5 days/week 8:00 am – 4:00 pm

Location: 525 Dundas Street East, 2nd floor Administrative Office

Job Type: Full-time position

Salary: Based on experience starting at \$19/h and up and benefits package after 3 months

If you are interested in this opportunity, please send email along with cover letter and resume to ed@torontobirthcentre.ca. This posting will be taken down once filled.

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