



Clinical Administrative Assistant (0.50 PTE)/

Data Analyst (0.50 PTE) =1.0 FTE

(Temporary contract position-up to 18 months beginning December 2022)

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 on key administrative aspects of 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:

- Knowledge of and familiarity with MS Access; ability to enter data, load queries to produce accurate reports.
- Intermediate MS Excel skills-ability to input data and manipulate to produce reports/charts or analysis.
- Candidate must be self-motivated and be able to multi-task.
- Strong inter-personal, organizational, and administrative skills.
- 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 with some opportunity for remote work

Job Type: Full-time position

Salary: Based on experience, starting at \$25/h and up

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.