



Administrative Assistant (PTE)

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 to work part-time to managing the annual administrative aspects of Midwifery staff credentialing at our facility:

- 1) Assisting with the process of professional credentialing by tracking in excel the flow of incoming information received and outstanding paperwork and providing follow up by email.
- 2) Archiving paper files into electronic records.

Requirements:

- 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 organizational and administrative skills
- Strong technical skills and knowledge in Microsoft office

Hours: 2 days/week 8:30 am – 4:30 pm

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

Job Type: Part-time contract position

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. 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 candidates are especially invited to apply. We thank all interested applicants; however, only those selected for an interview will be contacted.