

<b>Title</b>	<b>Research Program Secretary (Services &amp; Program Secretary)</b>
<b>Position Type</b>	<b>Full-time, Permanent</b>
<b>Posting Date</b>	<b>May 17 2023</b>
<b>Expiry Date</b>	<b>May 27 2023</b>
<b>Posting Type:</b>	<b>External</b>
<b>Supervisor:</b>	<b>Director, Organizational Knowledge &amp; Learning</b>
<b>Location:</b>	<b>Toronto, Ontario (Access Alliance College St. Location)</b>
<b>Short Description</b>	<p>Access Alliance Multicultural Health and Community Services (AAMHCS) is a Community Health Centre that aims to provide services and addresses system inequities to improve health outcomes for the most vulnerable immigrants, refugees, and their communities. The Centre envisions a future in which Toronto's diverse communities achieve <b>health with dignity</b>.</p> <p>This is an exciting position for a person who is looking to have an impact on our operational systems to achieve maximum efficiencies while getting experience in a community setting in a team environment.</p> <p>The Research Program Secretary will be responsible for providing support for the administration of the CBR department. Working with an interdisciplinary team, the Secretary is committed to providing excellent customer service and maintaining cooperative working relationships in a team context in support of the agency's goals, vision, and objectives.</p>
<b>Detailed Description</b>	<p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Supports day-to-day administrative functions related to supporting proposal submission and reporting, agency planning and evaluation activities, training and professional development initiatives and schedules, and organizing meetings and external events as required.</li> <li>• Responds to needs and issues of key stakeholders (academic partners including student placement liaisons, research fellows and peer researchers, staff, volunteers, and students) as directed</li> <li>• Maintain program resources, including secure research databanks, equipment, and supplies management systems, as required</li> <li>• Problem solves around routine schedules and facilities-related matters</li> <li>• Other duties as required</li> </ul> <p><b>SKILLS AND QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• College diploma in Office Administration or related field with a combination of education and relevant work experience</li> <li>• Knowledge of community programs and experience working in a community health setting and/or community hub</li> <li>• Demonstrate behaviors consistent with the values of Access Alliance</li> <li>• Excellent keyboarding skills and the ability to type at least 65 words per minute</li> <li>• Proficient in Outlook, Word, Excel, Desktop publishing, databases, and social media</li> <li>• Knowledge of Nvivo, SPSS, and Power BI will be a definite asset</li> <li>• Excellent communication and organizational skills</li> <li>• Good understanding of barriers faced by newcomers and multi-racial, low-income communities</li> <li>• High degree of initiative, judgment, and problem-solving abilities</li> <li>• Ability to work independently with minimal supervision</li> <li>• Ability to work in a culturally competent manner with diverse communities</li> </ul>

**Toronto's Diverse communities achieve Health with Dignity**

- Have a strong work ethic with a can-do attitude to continuous improvement
- Ability to work some evenings and Saturdays

**Salary: 36,983 to 44,331/ Annual**

**Hours:** 35 Hours

**Duration:** Permanent

**Bargaining Unit position:** United Food and Commercial Workers, Local 175

**Classification:** Secretary

**Start Date:** July 4<sup>th</sup>, 2023

#### Application Method

With "**Research Program Secretary**" in the subject heading please send your resume and cover letter by May 27<sup>th</sup>, 2023 at 5:00pm to:

by E-mail: [jobs@accessalliance.ca](mailto:jobs@accessalliance.ca)

by Regular Mail: **Hiring Committee, Research and Evaluation Department**  
Access Alliance Multicultural Health and Community Services  
340 College Street, Suite 500, Toronto, ON, M5T 3A9

**No phone calls please.**

We thank all applicants for their interest but only those selected for an interview will receive acknowledgement. Please note that a criminal background check (Vulnerable sector) will be conducted for this position.

We encourage applications from individuals who reflect the broad diversity of communities we work with, including those from racialized and LGBTQ communities.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

Access Alliance encourages a scent-free environment. Employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and other scented personal care products (i.e. perfumes, lotions, hairspray, etc.) while at the Centre.