



CanCOVID

COVID-19 • SCIENCE • KNOWLEDGE

CONNAISSANCES SCIENTIFIQUES - COVID-19

CASUAL JOB OPPORTUNITY – CanCOVID Project Assistant

Hours and contract: 37.5hrs/wk. to start immediately to March 31, 2022; possibility to extend

Hourly Rate: \$22.35 to \$29 depending on experience and qualifications

CanCOVID:

CanCOVID is a national network of researchers, patient partners, decision makers, and industry partners dedicated to an evidence-informed response to the COVID-19 pandemic and recovery. CanCOVID is hosted at the Institute of Health Policy, Management and Evaluation (IHPME) at the Dalla Lana School of Public Health (DLSPH). We provide rapid reviews of existing and emerging evidence and arrange expert panels in response to requests from the Government of Canada, and offer knowledge translation services, resources and supports for the scientific and decision-making community.

POSITION OVERVIEW

As CanCOVID's Project Assistant, you will be responsible for:

- scheduling meetings and online events; preparing meeting summaries as requested
- creating and maintaining spreadsheets and files to track activity and metrics
- developing agendas and administrative reports as needed
- supporting our communications team (writing, editing, technical support) for events
- providing support to the team leaders as required to ensure efficient and effective operations
- conducting environmental scans of online resources to identify experts and evidence

QUALIFICATIONS AND SKILLS:

- Undergraduate degree or equivalent
- Relevant work experience, preferably in research or academic setting
- Experience coordinating schedules, writing, environmental scans
- Advanced computer skills, including proficiency with MS Office Suite
- Ability to work independently and as member of team, with positive, professional attitude
- Excellent organizational, interpersonal and communication skills

SUBMISSION OF APPLICATION

Please submit a short email regarding interest and CV by email, **by January 14th** to:

Shadi Niakan, CanCOVID Delivery Manager at shadi.niakan@utoronto.ca

We thank all applicants for their interest; only those invited to interview will be notified.