CASUAL OPPORTUNITY
DALLA LANA SCHOOL OF PUBLIC HEALTH, UNIVERSITY OF TORONTO

Date of Posting: August 29, 2023

Hours of Work: 130
Hourly Rate: $33.60/hour
Length of contract: 13 weeks
EXPECTED NUMBER OF WORK HOURS PER WEEK: 10

SUMMARY OF DUTIES
Support research related to social prescribing.

- Provide research coordination and administrative support, including scheduling, grant proposal development, and budget administration
- Support the knowledge mobilization, research and evaluation work of the Canadian Institute for Social Prescribing (CISP) through partnership development and communications

QUALIFICATIONS:
1. Fluency in English. Proficiency in French is an asset.
2. Masters or PhD (in progress) in a relevant field.
3. Excellent project management and administrative skills, professionalism, respect for confidentiality, and capacity to communicate efficiently and effectively.
4. Strong understanding of research project management and proposal development. Experience with tri-council funding processes an asset.
5. Demonstrated understanding of health systems, health equity and the social determinants of health.
6. Availability for weekly meetings with the supervisor and/or CISP staff.

SUBMISSION OF APPLICATION
Please submit Curriculum Vitae and a one-page cover letter clearly demonstrating how you meet the position qualifications by email by September 11, 2023 to: kate.mulligan@utoronto.ca

Closing date: September 11, 2023