



### Advice of Position Vacancy

<b>Date:</b>	July 9, 2021
<b>Position Title:</b>	Knowledge Translation Administrative Assistant
<b>Posting Number:</b>	2021-39
<b>Status:</b>	Temporary full time (1-year contract) – 5 days (35 hours per week)
<b>Closing Date:</b>	Please send your cover letter and resume to <a href="mailto:humanresources@drpeter.org">humanresources@drpeter.org</a> Position will remain open until filled

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Knowledge Translation Administrative Assistant to join our Knowledge Translation & Evaluation department on a temporary full time basis (1-year term).

#### Position Description and Duties

This position reports to the Director of Knowledge Translation & Evaluation and operates within an evaluation and knowledge translation (KT) team, which engages in capacity building and knowledge exchange initiatives with national and international partners and stakeholders related to supervised consumption sites, overdose prevention sites, iOAT (injectable opiate agonist treatments), and COVID-19 vaccination confidence.

#### Key Responsibilities

The Knowledge Translation Administrative Assistant is responsible for the following:

- Updating mailing lists for large communities of practice and smaller working groups;
- Sending calendar invitations to multiple national communities of practice and working groups;
- Scheduling meetings with external partners and organizations;
- Taking meeting minutes;
- Sending meeting minutes and other knowledge products to an external translator for English-to-French translation;
- Posting minutes and other resources to a community of practice website;
- Updating the internal Knowledge Translation calendar and other project management tools;
- Assisting in creating and updating contracts for external partners; and
- Monitoring a COVID-19 Vaccination Grant portal and troubleshooting with external partners.



### **Required Competencies**

The Knowledge Translation Administrative Assistant must possess the following competencies:

- Excellent communication skills are essential;
- Strong understanding of harm reduction;
- Candidates must be self-motivated, detail-oriented, and highly-organized;
- Ability to work independently; and
- Ability to assess priorities.

### **General Working Conditions**

This position requires flexibility and the ability to prioritize workload, and the ability to work in a fast-paced environment where demands and deadlines may change with short notice. Multitasking and flexibility is a must in order to meet deadlines, and to support many activities that may occur concurrently or without notice. Evening and weekend work may be required.

### **Education, Qualifications and Experience**

The preferred education, qualifications and experience of the Knowledge Translation Administrative Assistant are:

1. Bachelor's degree with 1-3 years of relevant experience in one of the following or related fields: public health, community health, sciences, social sciences, public administration, public policy, sociology, epidemiology.
2. Proficiency with Microsoft Office software.

### **COVID-19 Restrictions**

The Dr. Peter Centre is a long term care facility that is subject to the Single Site Order (SSO) issued by the public health authorities in response to the COVID-19 pandemic.

**Note:** We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.