

Administrative Assistant Office

Canada Summer Jobs Program

About FHC: Flemingdon Health Centre (FHC) is an engaged and involved member of some of Toronto's most dynamic neighbourhoods; Flemingdon Park, Fairview and Thorncliffe Park: FHC is a registered charity and an incorporated not-for-profit Community Health Centre (CHC), with a vision of Strong Healthy Communities. Across our three sites, we provide a range of health-related services based on the social determinants of health with extensive community engagement. We are primarily funded through the Ministry of Health and Long-Term Care/Ontario Health (formerly: Toronto Central Local Health Integration Network TC-LHIN).

At FHC, we know that health is about much more than just the absence of disease. Our approach to community health encompasses the social determinants of health which includes: education, employment, isolation, food security and social supports, and utilizes a community development model to promote health, prevent disease, and strengthen community capacity. We value health equity, inclusion, community engagement, accountability & transparency, excellence and collaboration & partnerships.

We are currently seeking candidates for the Office Administrative Assistant - to join the HR and Finance Teams. This role focuses in supporting the Manager of HR and the Manager of Finance with duties and projects that are included in these 2 portfolios. We encourage applications from individuals who can identify with the diverse communities we serve. This position is funded through the [Canada Summer Jobs Program](#).

Employment terms:

Reporting to: Manager, Finance

Pay: \$20 per hour (30 hours a week)

Number of positions: 1 (one)

Expected Start date: Monday, June 26, 2023

Expected End Date: Friday, Aug 25, 2023 (9 Weeks)

Location: Flemingdon Health Centre, 10 Gateway Blvd. Toronto, ON M3C 3A1 and/or offsite program locations

Responsibilities include:

Finance Support:

- Assist with supporting the Finance team with day to day accounting and financial tasks
- Performs computer related tasks such as data entry in Great Plains, Excel spreadsheets, etc.
- Enters and updates and matches financial data, account information, etc
- Assist with filing, tracking and retrieval of documents/files
- Assist with the follow-up and tracking of cost centre expenses
- Collect, compile, extracts and organizes data for others to use/analyze
- May assists with organization and scanning of documents for electronic filing
- May perform other duties/projects as assigned

HR Support:

- Assist with supporting the HR team with project work
- Performs computer related tasks such as data entry and creation of spreadsheets
- Assist with filing, tracking and retrieval of documents/files
- May assist with organization and scanning of documents for electronic filing
- May perform other duties/projects as assigned

Qualifications, Skills and Proficiencies:

- At least one year of work, volunteer or academic experience in related healthcare field or in a discipline applicable to the position.
- Flexible and enthusiastic team player.
- A commitment to social change and equity
- Ability to work within a diverse community (people of different ages, abilities and cultural backgrounds)
- Attention to detail and excellent organizational skills is a must
- Strong time management skills and ability to work independently
- Some proficiency in Microsoft Office, in particular with Microsoft Excel
- Vaccines (COVID-19 and others) are a requirement of the job pursuant to the Ontario Human Rights Code

Application Deadline: May 27, 2023, by 5pm EST

Application Process: Qualified applicants are invited to submit an electronic resume **and** cover letter in MS Word or PDF online at:

<https://www.jobillico.com/en/job-offer/flemingdon-health-centre/administrative-assistant-office/12133106>

**We thank all applicants for their interest but regret that only those selected for an interview will be contacted.

Important Note:

To be eligible to apply for this position you must:

- Be between **15 and 30** years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Recent immigrants are eligible if you are Canadian Citizens or permanent residents.

This position is funded through the Canada Summer Jobs Program. Applicants must meet the requirements indicated above; and applications from individuals who reflect the broad diversity of communities we work with, including those from racialized and LGBTQ communities, is highly encouraged.

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