

Project Administrator

For more than 30 years, the London InterCommunity Health Centre has provided health and social services to those who experience barriers to care including poverty, homelessness, language or culture, and complex and/or chronic health conditions including mental health and addictions. Today, with four busy clinics in three of London's most under-served regions, the organization is viewed as a community leader in newcomer health, care of marginalized women, issues of health equity, client-led service development and the advancement of partnerships that improve access to vital services for people who are at the margins in our community.

About the Position

Our growing team is in need of an **assistant** who is strong in administrative coordination and demonstrates top notch customer service through self-initiative and follow up skills. If you are known for being the **'go-to' person** who gets it done, we're looking for you.

Reporting to the Manager of Performance and Systems, the successful candidate will best support the department by **organizing and planning workflow**. Support is provided both through administrative efforts, and by pitching in and helping away from the desk, whenever needed.

The successful applicant will have immersive experience with **database software**, generating reports, manipulating exported data in excel and providing resulting information to the company.

There will be opportunities to assist with various projects, which could include gathering **quotes** for

contract services, task planning for the department, report writing, scheduling outside contractors, and other workflow coordination.

This role must utilize high-level **organizational skills** and maintain performance levels despite frequent interruptions.

A keen eye for identifying improvement opportunities in work processes or in the work environment would be most helpful. The ideal applicant will have experience that shows that they have often completed tasks outside their formal job description, and are **not hesitant to help** wherever assistance is needed.

This **full-time** position typically works Monday to Friday, 37.5 hours per week within a semiprivate office at our Old East Village location, with some early morning and evening availability required for various projects as applicable.

Required Qualifications:

- 3 years of experience supporting work coordination within a **busy** environment
- Completion of post-secondary education in **business** administration or related field
- Proficiency in **Microsoft Office Suite**
- High **attention to detail**, proven through successful use of database software and completion of successful outcomes
- Ability to **communicate** proficiently with tact and professionalism with both internal and external contacts
- Ability to work with **diverse** communities with respect, sensitivity, creativity, innovation, cultural understanding, and non-judgement

Preferred Qualifications:

- Experience motivating and coordinating fellow staff on work projects; able to **influence** others towards forward progress

Nice to Haves:

- French and other language skills are considered an asset in supporting the communities we serve
- Basic IT knowledge, basic understanding of facility use and upkeep, or willingness to learn

What's in it for you:

With a strong focus on employee well-being and development, LIHC is proud to support our staff with a well-structured compensation plan:

- A competitive **salary**; up to \$47,775/yr after 5 yrs
- 100% employer-paid health and dental **benefits**
- Participation in the Healthcare of Ontario **Pension** Plan (HOOPP)
- **Paid sick** and emergency time off to tend to self and family care; accrue over 10 days a year
- Paid **vacation** time; 4 weeks to start
- Paid time off to promote **mental well-being**
- Paid **professional development** time and funds to support your career goals
- Numerous interdisciplinary **training** opportunities to promote growth in your role

How to Apply:

If you feel you are the right person for this role, please send a cover letter and resume by email to jobposting@lihc.on.ca, stating the **position title in the subject line of the email**. Please also indicate in the body of the email where you learned of this opportunity.

With consideration for the COVID-19 pandemic, interviews may be conducted in-person with appropriate physical distancing or online via Zoom to best meet Public Health Guidelines and the needs of the selected candidates. If the use of Zoom presents a barrier for candidates, alternate methods can be arranged.

Submissions will only be accepted until March 9, 2021.

The Health Centre is committed to hiring staff that reflect the diversity of the clients and community that we serve.

Should you require accommodation in making an application please contact our office. We thank all applicants for their interest, only those selected will be contacted.

To learn more about the Health Centre visit us online at www.lihc.on.ca, follow us on Twitter @HealthCentre or like us on Facebook – London InterCommunity Health Centre. London, Ontario