

***Realize***

<b>Job Title:</b>	Program Assistant
<b>Reporting Relationship:</b>	Manager, Program Support
<b>Salary:</b>	\$3,750 per month plus MERCs
<b>Work Location:</b>	Work from home, with access to <b>Realize's</b> office (located in Toronto) once public health guidelines permit
<b>Contract period:</b>	ASAP – March 2022

The Program Assistant will work under the direction of the Manager, Program Support, or their designate with main responsibilities including general office administrative and financial support, as well as providing project support to **Realize** program leads.

**Areas of Work**

**Administrative, Financial and Project Support**

- Work with relevant staff and key stakeholders to plan, coordinate and support all **Realize** meetings and workshops (except board meetings and board committees)
- Take minutes for meetings as identified by the Manager, Program Support and program leads (except board meetings and board committees)
- Prepare reports as directed by the Manager, Program Support or Program Leads
- Disseminate project information to stakeholders as directed
- Respond to stakeholder inquiries
- Represent **Realize** at stakeholder meetings as required
- Support the coordination of the development of project deliverables by the Program Team and all Consultants hired by **Realize**
- Support the development and maintenance of online resource databases as identified by a Program Lead
- Support Communications activities, e.g. website reviews and content creation, as required
- Support financial reconciliations, data entry, budget development and monitoring, as well as additional financial project related tasks
- Provide other support to program staff as required

**Qualifications/Experience:**

- Minimum of college diploma, or equivalent
- 1-3 years of related work experience

- Fluent spoken and written English along with excellent communication and interpersonal skills is mandatory
- Knowledge and experience with Microsoft Office tools, including advanced command of Word and Excel, is mandatory
- Knowledge of PC internet security is an asset
- Knowledge of File Transfer Protocols (FTP) (e.g. FileZilla) is an asset
- Proficiency in French is an asset
- Experience and ability to work with diverse stakeholder groups; e.g. people living with HIV and other related diseases, practitioners, clinicians, researchers, educators, associations, institutions and community groups, government and private sector. Familiarity with HIV, disability and rehabilitation issues is a strong asset
- Current eligibility to work in Canada without restrictions

### **Skills**

- Excellent organizational skills
- Strong administrative and financial project support skills
- Excellent verbal/written skills, including editing and proofreading skills
- Highly driven, committed, organized and flexible with proven ability to prioritize tasks and meet challenging deadlines in a fast-paced environment
- Self-motivated and analytical with a strong attention to detail with proven organization and problem-solving skills

**Realize** is committed to fair and accessible employment practices and therefore encourages people living with HIV and other episodic health conditions to apply and self-identify. Upon request, accommodations will be provided for job applicants who require them to support their participation in this recruitment process.

### **To Apply**

Please submit the following documents by **email only** (no telephone, fax or social media) to [hiring@hivandrehab.ca](mailto:hiring@hivandrehab.ca) and include "Program Assistant Vacancy" in your subject line:

- A brief (maximum 3 pages) resume describing your education and work experience
- A brief (maximum 1 page) cover letter outlining why you are interested in this position

We thank all applicants for their interest, however, only applicants invited to participate in the next stage of the hiring process will be contacted.

For more information on **Realize**'s work, see our [website](#).