



Advice of Position Vacancy

Date:	September 23, 2024
Position Title:	Frontline Solution Team, Administrative Assistant
Hourly Rate:	\$47,500 to \$50,800 per year plus benefits
Status:	Temporary full time (1 year contract), 35 hours a week
Closing date:	October 06, 2024 at 9:00 am (PST). Please send your cover letter and resume to humanresources@drpeter.org

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 Frontline Solution Administrative Assistant to join our Frontline Solution Team's department on a temporary full-time basis.

Position Description and Duties:

This position reports to the Frontline Solution Administrative Assistant and operates within the entire Dr. Peter Centre's campus of care, to assist with the SUAP project that Dr. Peter Centre has been awarded. The Administrative Assistant will be responsible for assisting all stakeholders in engaging in capacity building and knowledge exchange initiatives related to enhancing the capabilities of service providers, improving organizational capacity, and expanding our treatment and harm reduction services.

Key Responsibilities

The Frontline Solution, Administrative Assistant is responsible for the following:

- Updating the internal Knowledge Translation calendar and other project management tools.



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- Provide clerical and administrative activities including but not limited to, prioritizing tasks, development of filing systems, photocopying, faxing, meeting coordination, development of systems to ensure efficiencies, maintain team schedules, developing and maintaining active mailing lists and directories.
- 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.
- Use of MS Office software to prepare reports, memos, documents
- Assisting in creating and updating contracts for external partners.
- Responds to community enquiries as appropriate
- Purchase, receive and store the office supplies ensuring that basic supplies are always available.
- Develop and implement systems of record keeping, reporting and information gathering, and distribution as required. Ensure that there are effective systems in place to safeguard the administrative information and records.
- Following the prescribed protocol, purchase equipment, services and supplies related to administrative functioning in the Frontline Solutions Team and maintain an accurate and current inventory of same. Ensure the timely purchase of supplies and materials.
- Update and ensure the accuracy of the organization's databases
- Meeting and Event Coordination
- Provides support for staff team/committee meetings agenda setting, material preparation and distribution, meeting logistics, meeting minutes and recording action/follow-up items and appropriate storage of meeting materials/files.
- Promote information about the Centre through social media. Ensure the website contains and is continually updated with current information.
- Assists in organizing and setting up events.
- Provide logistical support to staff including travel, meeting and other arrangements.

Frontline Solutions Team Manager Support

- Support decision making through the provision of complete, appropriate and accurate information, research, statistics and advice.



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- Research, compile and provide information and reports as requested by the Frontline Solutions Team Manager and provide support to the Manager as needed.
- Coordinate calendars and meetings for the Frontline Solutions Team Manager and Leadership Team as needed.
- Serve as a point of contact between the Frontline Solutions Manager and staff as needed.
- Maintain and develop professional competence through appropriate continuing education (i.e. peer interaction, literature review, conferences, courses, etc.).
- Ability to work flexible hours including evening and weekends
- Other duties as assigned.

Core Competencies

The Frontline Solutions 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.

Education, Qualifications and Experience

The preferred education, qualifications and experience of the Frontline Solutions Administrative Assistant are:

- 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.
- Proficiency with Microsoft Office software.
- A candidate with Bilingual, English and French, both oral and writing skills is an asset.

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



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with short notice. Multitasking and flexibility are a must to meet deadlines, and to support many activities that may occur concurrently or without notice. Evening and weekend work may be required.

If you have suitable qualifications and experience for this position, please send your **cover letter and resume** to humanresources@drpeter.org by **Sunday, October 06, 4:00 pm (PST)**

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.