

TMC Administration Position

February 2021

The Midwives' Clinic of East York-Don Mills (TMC) is a large urban midwifery practice located in Toronto's East End that provides primary health care to pregnant people throughout their pregnancy, for their labour and birth, and for birthing parent and their baby for six weeks postpartum. We serve a diverse clientele including a large number of uninsured clients.

Job Summary

This is a full-time position whose goal is to support the administrative needs of The Midwives' Clinic of East York-Don Mills (TMC) including but not limited to: reception duties, office organization, managing appointments, data management, support for communications and special events, technological support, and financial administrative tasks.

Skills and Experience:

- Strong communication skills: verbal, written, and interpersonal
- Commitment to anti-oppression and racial justice
- Meticulous organization, attention to detail, adaptability, and the ability to multitask
- Comfort with technology: ease with Microsoft Office and Google platforms required, experience with Telus PSS Suites an asset, ability to troubleshoot hardware and software issues
- Ability to contribute positively as part of a team, helping with various tasks as required
- Experience with medical office administration an asset
- Multiple languages an asset

TMC is committed to inclusive and accessible employment practices. We welcome and encourage applications from individuals who reflect the broad diversity of communities with which we work.

Please submit your resumes to:

The Midwives' Clinic of East York-Don Mills

themidwivesclinic@gmail.com

Subject line: Resume: Administration Position

Please note that only applicants selected for an interview will be contacted.