

Research & Events

The **Ontario Health Coalition** is a non-profit public interest coalition. Our mission is to protect and improve our public health care system. We fight cuts and privatization, and we advocate for improvements to public health care in the public interest. To learn more about the Ontario Health Coalition, please visit our website (<http://www.ontariohealthcoalition.ca>).

Objective: Assist in our health care advocacy work to protect and improve public health care in Ontario

Key Responsibilities and Duties:

- Research current issues in health care policy and health system performance
- Conduct statistical analyses of data sets and prepare graphs and spreadsheets to portray results
- Create briefing notes, fact sheets, presentation slides and posters to present findings
- Check facts, proofread and edit research documents to ensure accuracy
- Assist in planning events with attention to financial and time constraints
- Manage all event operations (preparing venue, invitations etc.)
- Assist in creating social media graphics and helping to maintain a unified brand voice across different social media channels

Qualifications and Skills Desired:

- Strong command of the English language, both verbal and written
- Proficient in Microsoft Office software (Word and Excel), facility with WordPress is an asset
- Ability to learn quickly and willingness to learn new things
- Excellent organizational skills
- Ability to manage multiple activities of varying complexity while under time constraints
- Sound communication and interpersonal skills and the ability to interact with a diverse range of individuals, requiring tact, diplomacy, and discretion
- Competent in prioritizing and working with little supervision
- Attention to detail and accuracy are critical

Reports to: Executive Director, Administration & Operations Director, Research & Campaigns Coordinator

How to apply?

For more information about the course and application process go to:
<https://www.newcollege.utoronto.ca/cel-courses/cel-how-to-apply/>

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