



## **JOB OPPORTUNITY**

### **Research Development Administrative Assistant**

***(Maternity Leave – 6 month contract – Renewable)***

The Ontario HIV Treatment Network (OHTN) is a collaborative network of researchers, health service providers, policy makers, community members and people with HIV who work together to promote excellence and innovation in HIV treatment, research, education in Ontario.

The OHTN is seeking a highly motivated, enthusiastic individual for the contract position of ***Research Development Administrative Assistant***. The position reports to the Manager, Research Development and is responsible for providing administrative support to OHTN's funding programs including coordinating all aspects of the grant submission and review process, maintaining the grant database and providing administrative support to the Manager of Research Development and members of the Scientific Review Committee.

The ideal candidate will have a post secondary degree plus two years administrative experience or a relevant combination of education and experience. The candidate will be skilled in database and document management and fully conversant in Microsoft Office software. Experience using MicroEdge GIFTS is an asset. The candidate will also be an effective writer and communicator who is able to manage productive stakeholder relationships.

If you would like to apply for the position, please submit a cover letter and resume stating salary expectations by **March 12, 2010** via email to [info@ohln.on.ca](mailto:info@ohln.on.ca). No telephone calls please.

*The OHTN is committed to employment equity and encourages applications from persons living with HIV/AIDS, visible minorities and persons with culturally diverse backgrounds.*