



**FIGHTING
BLINDNESS
CANADA**

Research & Education Assistant

Contract: 8 week contract. Starting May 30th. Ending July 23rd.

Wage: \$17 per hour. 35 hours per week.

Location: 890 Yonge Street, Toronto

Work environment: Hybrid, as per FBC's policies- 2 days in office, 3 days remote (subject to change based on public health guidance)

Reports to: Manager of Education

COMPANY & CULTURE:

Fighting Blindness Canada (FBC) is Canada's largest registered charity committed to sight saving research; contributing over \$40M to leading edge blinding eye research. Fighting Blindness Canada has funded many research discoveries and is accelerating breakthroughs in treatments and cures.

Working from our national office in downtown Toronto and remotely, you will join a high-energy, dedicated team determined to make a difference in the fight against blindness. We are motivated by the profound impact that sight-saving research and education programs have on families living with blinding eye diseases.

Overview of Position:

Reporting to the Manager, Education this is an exciting opportunity for individuals looking to:

- develop project management skills
- develop analytic and research
- gain professional experience in an office environment

Primary Responsibilities & Duties:

- Collect and analyze data and develop informative and engaging reports and report impact of Research and Mission programs
- Support the creation of educational material through copy editing, formatting, uploading, and in some cases drafting and designing content
- Support event planning for webinars and in person education events.
- Data entry and other administrative tasks
- Other duties as assigned

Qualifications and Requirements

- Excellent time management and organizational skills
- Solid computer skills (proficiency in Microsoft Excel and other Office products)
- Comfortable to learn and use database/software
- Strong research and analysis skills
- Able to work autonomously and as a member of a team in a fast-paced, high volume environment
- Strong communications skills

To be eligible, participants must:

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Compensation

The current hourly wage for this contract full-time (35 hours per week) position is \$17.00

TO APPLY:

Please submit a cover letter and resume prior to 5pm on May 16th jobs@fightingblindness.ca

We thank all candidates for their interest, however, only those selected for an interview will be contacted. Fighting Blindness Canada is an equal opportunity employer and supports applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request for accommodation with your application.