Anishnawbe Health Toronto

Our mission: to improve the health and wellbeing of Indigenous People in spirit, mind, emotion, and body by providing Traditional Healing within a multidisciplinary health care model.

Administrator / Communications Specialist

Full Time Continuing Position

Are you interested in working in the urban Indigenous community? Anishnawbe Health Toronto is a fully accredited community health center offering access to health care for Indigenous people living in the GTA. With Indigenous culture and tradition at its core, AHT offers a full range of services and healthcare providers, including Traditional Healers, Medicine People, primary care and mental health practitioners, and service providers focusing on the social determinants of health. We provide care from a blended model of Traditional and Western approaches to improve our clients' wellbeing. As the Administrator/Communications Specialist, you will be in proximity to Traditional Healers and Traditional knowledge carriers, where you will engage in consultation and learn cultural approaches to healing and wellness.

Duties & Responsibilities:

Administration

- Provide daily administrative support to the Oshkii Okitchiidak team, including scheduling, filing, document management, and data entry
- Coordinate meetings, prepare agendas and minutes, and support internal reporting requirements
- Track program budgets, process invoices, and assist with procurement as required
- Maintain and update databases, contact lists, and participant records
- Support event logistics, room bookings, supplies, and hospitality for community programs

Communications

- Develop and distribute culturally appropriate promotional materials (flyers, posters, social media posts, newsletters) to promote Oshkii Okitchiidak programs and events
- Manage communications with clients, staff, and community partners through email, phone, and social media
- Maintain the unit's presence on AHT's website and social platforms in coordination with the central communications team
- Assist in storytelling and the documentation of success stories and program outcomes, respecting community protocols and confidentiality
- Ensure all communications reflect AHT's mission, values, and commitment to Indigenous identity and healing

Qualifications & Experience:

- Post-secondary education in Office Administration, Communications, Indigenous Studies, or a related field, or equivalent experience
- Minimum 2 years of experience in an administrative or communications role, preferably in a community health centre or Indigenous organization
- Strong written and verbal communication skills, with the ability to create culturally relevant content
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and basic design tools (e.g. Canva, Adobe)
- Experience with social media platforms and website content updates
- Strong organizational skills, attention to detail, and ability to multitask
- Ability to work both independently and collaboratively with an interdisciplinary team

Why Choose Anishnawbe Health?

AHT offers a competitive salary and comprehensive benefits package. As the Administrator/Communications Specialist, you will be a member of a multidisciplinary team including but not limited to psychiatry, Traditional Healers, counsellors, Two Spirit Trans services, primary care, Rapid Access Addiction Medicine, Housing Supports, and programming for children and youth. All services are delivered from a newly developed location in Toronto's Canary District.

How to Apply: Ready to embark on a rewarding journey with Anishnawbe Health? Submit your cover letter and resume by email to recruitment@aht.ca as a single document to become an integral part of a team committed to holistic health and a strong community.

Position will remain open until filled

Applicants who are Indigenous and meet the requirements of the job posting will be given first consideration in the hiring process.

Anishnawbe Health Toronto is committed to diversity and values the contribution of its employees from diverse backgrounds and experiences. We welcome applications from Indigenous persons, visible minority group members, women, and persons with disabilities, members of sexual minority groups, and others who contribute to greater diversity of perspectives.

(If you are invited for an interview and require accommodation, please let us know*)*
Meegwetch to all applicants, however, only those selected for an interview will be contacted.