

INTERNSHIP POSTING

Centre for Sustainable Health Systems (CSHS) Institute of Health Policy, Management and Evaluation

Position: Program Assistant Intern

Number of vacancies: 1

Time Commitment: 10 hours/week

Duration: Sept/Oct 2020-April 2021

Salary: \$32/hour

Degree/credential level: Masters or doctorate in progress

Tech resource requirements (for remote work): computer, internet, webcam, mic, phone

Description:

Situated within the Institute for Health Policy, Management and Evaluation (within the Dalla Lana School of Public Health) at the University of Toronto, the [Centre for Sustainable Health Systems \(CSHS\)](#) strives to lead and support local, national, and international efforts to improve the environmental and social sustainability of health systems. Interns will assist CSHS' small team in identifying, researching, and communicating opportunities for practice and policy change in pursuit of environmental sustainability, often in collaboration with health system partners. This internship will be of particular interest to graduate students in the social sciences or sciences who hope to advance their skills in health policy, environmental policy, health studies (including science and technology studies), or health services research. An understanding of tools that can be used to quantify health system environmental impacts and evaluate sustainability interventions (such as life cycle assessment, waste audits, footprinting analyses, etc.) is preferred.

Responsibilities:

Duties include identifying potential health partners, building partnerships, collating dossiers of evidence for various sustainability interventions via lit reviews and potentially interviews, coordinating meetings, promoting CSHS' work via social media, and assisting in the planning of events.

Qualifications:

- **Education:** Working towards a masters or doctorate in a relevant social science or science discipline (environmental studies, environmental science, geography, sociology, political science, anthropology, health studies, etc.).
- **Experience:** Familiarity with search engines and the process of conducting searches and literature reviews; Interest in or experience with qualitative research or health policy and environmental policy research an asset. Advanced understanding of various analytical tools (and accompanying standards) designed to assess the environmental impacts of products and processes, and the ability to deploy those tools is a significant asset, as is a background in health-related environmental assessment, including familiarity with relevant data sources.

- Skills: Skills in Microsoft Office applications and ability to master other applications (e.g., Endnote) as necessary; Comfort with computers and ability to troubleshoot on both Mac OSX and Microsoft OS platforms; Ability to work both collaboratively and independently; Organizational skills, especially setting priorities, managing time, attention to detail and accuracy; Interpersonal skills for relationships with potential collaborators and fellow team members; Planning and analytic skills; Written and verbal communication skills, including social media and marketing savvy. Quantitative analysis skills and an understanding of LCAs and other are assets.

Application Materials:

Applicants should submit: a cover letter clearly indicating their interest in the internship, their relevant experience, and the date they are available to begin; a curriculum vitae, and; the names and e-mail addresses of two references.

Please send application materials to Nicole Simms at nicole.simms@utoronto.ca.

All applications are appreciated, however, only those candidates selected for interviews will be contacted.