**Title:** Editorial and Administrative Assistant

**Scope of Work**

The scope of work will include but not be limited to updating and maintaining the Covid Commentaries and the Covid Resources website and assisting other team members with any administrative or research requests. You will also assist with drafting and researching editorial content for a range of articles and books.

**Compensation**

An Hourly rate of $25/hour for total 35 hours a week will be paid to the Consultant with the possibility to extend the hours by mutual agreement when needed. The payment shall be made after submission of valid invoice on monthly basis.

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **May 23, 2022**.