



**JOB POSTING #2024-023**

**Internal / External**

**Out of Scope (Non-Union)**

**Posting Date: March 14, 2024**

**Posting Closed: Ongoing till filled**

**Application reviews will begin March 28, 2024**

**Opportunity:** Director, Programs & Partnerships

**Hours:** 1.00 FTE / 40 hours per week

**Anticipated Shift:** Days

**Work location(s):** All Women's Health Clinic sites, remote, community sites

WHC promotes personal agency and believes that all people should be empowered to take care of their mental, emotional, sexual, physical and spiritual health and wellbeing. We offer sexual, reproductive, and mental health care and support for people of all genders. Our organizational values guide our work through anti-racist, anti-oppressive, intersectional, feminist, and harm reduction lenses.

**Position Summary:**

This position is accountable for the overall direction and leadership of Clinical & Community Programs, ensuring that strategic operational plans are completed through people, processes and systems. The Director of Program & Partnerships works collaboratively with staff to make decisions that impact short to long term organizational results, and acts as a site Privacy Officer.

**Requirements:**

- Direct experience and/or commitment to working in an environment that aligns with WHC's values and strategic plan.
- Bachelor's degree or alternate education.
- 5+ years of Management experience in a health care environment. Alternate combinations of education and experience may be considered.
- Demonstrated ability to plan and deliver complex programming while utilizing operational, human resource and change management knowledge.
- Demonstrated ability to build positive relationships, engagement and capacity with internal and external stakeholders through communication, accountability, and development.
- Demonstrated ability to manage multiple projects with competing priorities including synthesizing information, assessing risks and developing strategic recommendations under pressure.
- Experience providing strategic advice on complex topics and sensitive issues.
- Extensive understanding of community health, women's health, and community engagement.
- Demonstrated application of an anti-racist, anti-oppressive, harm reduction approaches to all work within an organization.
- Demonstrated implementation of operational plans reflective of the strategic plan.
- Demonstrated experience leading continuous quality improvement initiatives and collaborating to reach innovative solutions.
- Financial acumen with experience in budgeting and financial management.
- Effective written and verbal communication skills.
- Proficiency using Microsoft Word.
- Satisfactory Police Information, Adult & Child Abuse Registry checks

**Assets:**

- Proficiency in both official languages or other language
- Privacy Officer experience
- Accuro Electronic Medical Record (EMR) experience

**APPLICATION PROCESS:**

- **Reference Job Posting #2024-023 in the email subject line.**
- Email Cover Letter & CV (pdf or word document format) to [WHChr@womenshealthclinic.org](mailto:WHChr@womenshealthclinic.org)

**We thank all applicants for their interest. Only those selected for an interview will be contacted.**

*\*We use an inclusive definition of "women" and welcome Two-Spirit, genderqueer, trans and non-binary people to Women's Health Clinic. For more information on our programs and who we serve, visit [www.womenshealthclinic.org/whoweserve](http://www.womenshealthclinic.org/whoweserve).*



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### **Key Responsibilities**

- Oversight of programs to ensure effective functioning and alignment with strategic goals through supervision of and collaboration with Program Managers; ensuring that deliverables of funding agreements are achieved and reported.
- Development of new programming to address emerging community needs in collaboration with the Program Managers.
- In collaboration with the Management team, ensure that Human Resources Management is consistently provided across the organization.
- Responsible for the Human Resource Management of direct reports.
- Provide relevant and timely strategic and operations management information for internal purposes and external funders.
- Develop, monitor, report and adjust resources and budget allocations.
- In collaboration with the Management team, lead the creation and approval of organizational and program policies, procedures and precedents.
- Recommend improvements to service delivery and internal processes based on feedback from partnerships.
- Responsible for program development, including working with Program Managers to identify program funding needs; participate in fundraising and seeking funding opportunities to achieve annual targets through the writing of grant applications and mentoring direct reports.
- Participate on internal committees, projects and working groups and attend meetings with funders and external stakeholders as required.
- Respond to media requests as delegated by the Executive Director & Communications Department
- Participate in the strategic planning for the organization.
- Initiate and/or manage projects for innovation, quality improvement, risk management, program/service evaluation and development, organizational capacity building, accreditation, research or other strategic purposes as directed.
- Participate in a shared 24/7 on-call model

WHC is committed to the development of a staff team that reflects the diversity of the communities we serve. We strongly encourage persons who reflect the diversity of our clients to apply. We welcome and encourage applications from all women\*, racialized and Indigenous people, people with disabilities, and members of the 2SLGBTQ\* community. We invite applicants who can contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork.

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