



## **JOB POSTING #2024-029**

**Internal / External Posting**

**Union: CUPE F**

**Posting Date: March 28, 2024**

**Posting Closed: April 10, 2024**

**Salary Range: \$18.818 to \$21.814 hour**

**Opportunity: Program Assistant, Birth Control / Pregnancy Counselling Program**

**Site/Base Location: Women's Health Clinic Graham**

**Hours: 0.50 FTE / 20 hours per week**

**TERM: till April 18, 2025**

**Shift: Monday & Thursday 1:00 – 9:00 pm, Friday 12 noon – 4:00 pm**

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 an anti-racist, anti-oppressive, intersectional, feminist, harm reduction lens.

### **Position Summary:**

To provide day to day support functions to enhance the effectiveness of WHC programs.

### **Requirements:**

The ideal candidate is a self-motivated, organized and detail-oriented individual. The successful candidate will possess excellent analytical, verbal and written communication skills and be able to work to strict deadlines while contributing to a professional working environment.

### **Candidates must have:**

- Completion of High School Diploma or equivalent
- Good working knowledge of Microsoft Office applications
- Experience working with volunteers an asset
- Satisfactory Criminal Record check and Child Abuse Registry check

### **Assets:**

- Previous experience as a Birth Control Pregnancy Counselling Volunteer Coordinator
- Commitment to anti-oppressive and anti-racist work practices
- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Experience using Accuro
- Experience scheduling
- Proficiency in both official languages or other language

### **APPLICATION PROCESS:**

- **Reference Job Posting #2024-029 in email subject line.**
- Email cover letter & resume (pdf or word document) to [WHChr@womenshealthclinic.org](mailto:WHChr@womenshealthclinic.org)

For a full position description go to: <https://womenshealthclinic.org/careers>

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.

**We thank all applicants for their interest; however, we will only contact candidates we wish to interview.**

*\*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, <https://womenshealthclinic.org/>*