



JOB POSTING #2024-038

Internal / External Posting

Union: CUPE F

Posting Date: May 10, 2024

Posting Closed: May 23, 2024

Salary Range: \$29.840 - \$34.592/hour

Opportunity: Project Coordinator

Site/Base Locations: Women's Health Clinic Graham, Portage

Hours: 1.00 FTE / 40 hours per week

Term: starting as soon as possible till March 31, 2025

Shifts: Monday –Friday, may require evenings and Saturday

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:

The Project Coordinator is responsible for leadership of site-specific projects which includes the coordination, resourcing and implementation of projects and activities in accordance with the Women's Health Clinic vision, mission and values. This position involves working collaboratively with the Management team, developing and overseeing project plans that address community needs, engagement and communication with stakeholders, and program evaluation. The position responds to client, community and agency needs and may require evening and weekend work.

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:

- Post-secondary education in a health or social service related field and/or an equivalent combination of 3-5 years related experience and education, education and training may be considered in lieu of formal education.
- Minimum three years' experience leading and supporting teams, preferably in a unionized environment.
- Experience in providing health education to community members
- Demonstrated computer proficiency
- Demonstrated presentation and facilitation experience in an adult education setting.
- Valid Driver's License and access to a vehicle.
- Satisfactory Criminal Record check and Child Abuse Registry check

Assets:

- Experience working within the Medical & Abortion Programs, with a clear understanding of program operations.
- Ability to take initiative, identify gaps in systems and make formal recommendations to Management.
- Experiencing communicating complex concepts and drafting correspondence for stakeholders.
- Ability to coordinate and prioritize multiple projects.
- Knowledge of barriers that impact IBPOC & 2SLGBTQIA communities accessing health care.
- Commitment to anti-oppression, anti-racism work practices
- Experience using Payworks as an administrator.
- Experience using the Microsoft Office Suite
- Proficiency in both official languages or other language(s).

APPLICATION PROCESS:

- **Reference Job Posting #2024-038 in email subject line.**
- Email cover letter & resume (pdf or word document) to 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/>*