



JOB POSTING #2024-077

Internal / External Posting

Union: CUPE F

Posting Date: October 24, 2024

Posting Closed: November 6, 2024

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

Opportunity: Volunteer Coordinator, Dragonfly Support Program

Site/Base Location: Women's Health Clinic Graham

Hours: 0.50 FTE / 20 hours per week

Shift: Weekdays/evenings & may require some Saturdays

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 Volunteer Coordinator is responsible for providing leadership; coordinating, resourcing and implementing a volunteer program and associated activities in assigned content areas in accordance with the Women's Health Clinic vision, mission and values. The position responds to client, community and agency needs, including 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 maybe considered in lieu of formal education
- Minimum three years' experience leading community development initiatives.
- Experience in providing health education, leading community development initiatives
- Demonstrated computer proficiency, presentation and facilitation experience in an adult education setting.
- Valid Driver's License and access to a vehicle
- MUST be legally able to work in Canada
- Satisfactory Criminal Record check and Child Abuse Registry check

Assets:

- Proficiency in both official languages or other language
- Experience or education specific to grief work
- Connection to BIPOC (Black, Indigenous or other communities of colour) and/ or refugee and immigrant communities
- Commitment to anti-oppressive and anti-racist work practices

APPLICATION PROCESS:

- **Reference Job Posting #2024-077 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, visit www.womenshealthclinic.org/whoweserve.*