



JOB POSTING #2025-009

Internal / External Posting

Union: MAHCP

Posting Date: January 30, 2025

Posting Closed: Open until filled

Salary Range: \$36.711 - \$50.635/hour

Opportunity: Program Coordinator - Provincial Eating Disorder Prevention and Recovery Program (PEDPRP)

Site/Base Locations: Women's Health Clinic Graham

Hours: 1.00 FTE / 40 hours per week

Shifts: Days, evenings and occasional 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 Program Coordinator is responsible for leadership of the PEDPRP which includes the coordination, resourcing and implementation of programs 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 program development plans that address community needs, engagement and communication with stakeholders, and program evaluation. The position will also respond 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:

- Bachelor's degree in a relevant discipline and an equivalent combination of education and work experience
- 3-5 years of experience in program development and/or an equivalent combination of education and experience.
- 3 years of experience providing counselling related to disordered eating and body image an asset.
- Experience in group facilitation, public speaking and health education.
- Demonstrated computer proficiency.
- Demonstrated understanding of weight bias and body positive perspectives.
- Must be legally able to work in Canada
- Satisfactory Criminal Record check and Child Abuse Registry check

Assets:

- Understanding of child and youth mental health system, with emphasis on supports for disordered eating an asset.
- Knowledge of barriers that impact IBPOC & 2SLGBTQIA communities accessing health care.
- Commitment to anti-oppression, anti-racism work practices

APPLICATION PROCESS:

- Reference **Job Posting #2025-009** 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/>*