



## **JOB POSTING #2025-021**

**Internal / External Posting**

**Union: CUPE C**

**Posting Date: March 20, 2025**

**Posting Closed: April 2, 2025**

**Salary Range: \$22.976 to \$26.635/hour**

### **Opportunity: Communications Graphic Designer**

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

**Hours: 0.80 FTE / 32 hours per week**

**Shift: Days Monday to Friday**

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 Communications Graphic Designer is responsible for designing and implementing graphic design products for WHC, including but not limited to: posters, pamphlets, banners, social media icons and graphics, sponsorship packages, and the Annual Report. This position is responsible for managing the workflow of requests for products, maintaining databases of design and communication work, updating the WHC website, and advising on organizational brand standards.

### **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 and/or demonstrated experience in graphic design.
- Demonstrated proficiency with Adobe Creative Suite (specifically InDesign, Photoshop, and Illustrator), and strong MS Office Skills (specifically Word, Excel, Outlook and PowerPoint).
- Familiarity with web-based marketing programs such as Mail Chimp and Constant Contact
- MUST be legally able to work in Canada
- Satisfactory Criminal Record check, Adult Abuse Registry and Child Abuse Registry check

### **Assets:**

- Experience in any of the following: Animation graphics, WordPress and/or Eventbrite
- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Proficiency in both official languages or other language
- Commitment to anti-oppressive and anti-racist work practices

### **APPLICATION PROCESS:**

- Email cover letter & resume (pdf or MS word document) to [WHChr@womenshealthclinic.org](mailto:WHChr@womenshealthclinic.org)
- **MUST INCLUDE Reference Job Posting #2025-021 in email subject line.**

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](http://www.womenshealthclinic.org/whoweserve).*