



JOB POSTING #2025-031

Internal / External Posting

Union: CUPE F

Posting Date: May 8, 2025

Posting Closed: May 29, 2025

Salary Range: \$34.945 to \$45.605/hour

Opportunity: Communications and Content Specialist

Site/Base Location: Women's Health Clinic Graham

Hours: 0.8 FTE / 32 hours per week

Shift: Monday – Friday days

Position description and salary range subject to change upon union review

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:

Responsible and accountable for the development and ongoing maintenance of a variety of WHC materials, as directed by the Team Lead, Communications Specialist and informed by the Strategic Plan. This position also coordinates the WHC display table process and adherence to WHC brand and communication 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, preferably with an emphasis on women's health issues (e.g. nursing, social work, teaching, journalism) and a minimum of 2 years' related work experience in health education and/or resource development
- Ability to conduct literature searches and needs assessments and experience in clear language editing.

Assets:

- Experience in various social media formats, ability to use a wide variety of computer software, including graphic and web-based applications
- Familiarity with web-based marketing programs such as Mail Chimp and Constant Contact
- 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
- Satisfactory Criminal Record Check, Child and Adult Abuse Registry Checks

APPLICATION PROCESS:

- **Reference Job Posting #2025-031 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/>*