



JOB POSTING #2025-039

Internal /External Posting

Union: CUPE F

Posting Date: June 19, 2025

Posting Closed: July 10, 2025

Salary Range: \$23.624 to \$27.367/hour

Opportunity: Community Host – Multiple Vacancies

Site/Base Location: Women's Health Clinic Graham

Hours: Casual

Shifts: possible Week days/evening & 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 Community Host is the first point of contact for members of the community. They work to create a welcoming, visitor friendly, respectful and safe space for all and provide information and assistance when needed. The Community Host participates in the implementation of safety protocols, and work with other staff to manage urgent and emergent situations while building relationships of trust with clients, staff and the community.

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:

- Completion of high school or equivalent program of studies
- Minimum of two (2) years of related work experience in a community setting
- Understanding of/experience working with marginalized communities
- Demonstrated ability to work effectively with a diverse community and client group in a culturally safe way
- Comfortable in monitoring and responding to situations of urgency and disturbance
- Proven relationship building skills
- Critical thinking, decision making, problem solving & conflict resolution skills
- Demonstrated Harm Reduction approach

Assets:

- Knowledge of the downtown community and resources available
- Current standard First Aid
- Proficiency in both official languages or other language
- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Commitment to anti-oppressive and anti-racist work practices

APPLICATION PROCESS:

- **Required - Reference Job Posting #2025-039 in email subject line.**
- Please email your cover letter & resume (PDF or MS Word document) to WHChr@womenshealthclinic.org

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.*