



**JOB POSTING #2025-040**

**Internal /External Posting**

**Union: CUPE F**

**Posting Date: June 19, 2025**

**Posting Closed: July 10, 2025**

**Salary Range: \$20.017 to \$23.204/hour**

**Opportunity: Program Assistant – Dragonfly Support Program & Family and Community Programs**

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

**Hours: 1.0 FTE / 40 hours per week – INDEFINITE TERM subject to end within one-week notice**

**Shifts: Monday to Friday Days including some evenings**

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:**

To provide day to day support functions to enhance the effectiveness of WHC programs. This includes staff scheduling, inventory management, equipment maintenance, statistics reporting, program support and other duties as assigned within the scope of the position.

**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/CPR
- 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 #2025-040 in email subject line.**
- Please email your cover letter & resume (PDF or MS Word document) to [WHChr@womenshealthclinic.org](mailto: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](http://www.womenshealthclinic.org/whoweserve).*