



JOB POSTING #2025-055

Internal / External Posting

Out of Scope

Posting Date: August 7, 2025

Posting Closed: August 28, 2025

Salary Range: \$46.688 to \$50.540 per hour

Opportunity: Program Manager, Family and Community & Dragonfly Support Program

Hours: 40 hours per week / 1.00 FTE

Shifts: Days, evenings and occasional weekends

On call management rotation

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 Manager, Family and Community & Dragonfly Support Program is primarily responsible for day-to-day management of the Dragonfly Support Program, the Mothers Program, and the Health Promotion programs, this includes human resources, program development, scheduling oversight, financial accountability, quality and innovation. They participate in and lead program and organizational initiatives, committees, and functions, and work in close partnership with other department managers to support the interdisciplinary teams in the department. The Program Manager works with the Leadership team to align programs and services with client needs, integrate services within and outside WHC and encourage cross organization teamwork and collaboration.

Our 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:

- Minimum of 3 years' experience managing community-based programs in a unionized environment, preferably in a community, healthcare facility or hospital; including experience in community development.
- Working with teams in an interdisciplinary and diverse workplace; commitment to principles of anti-oppression and intersectional feminist leadership.
- Superior organizational skills and capacity to manage multiple projects at the same time.
- Thorough knowledge of community programs and resources.
- Knowledge of human resource management and budget management.
- Acute sense of communication, people skills and leadership.
- Superior analytical and problem-solving skills.
- Degree at a Bachelor's level in related discipline, or acceptable combination of education and experience.
- Satisfactory Criminal Record check, Adult Abuse Registry check and Child Abuse Registry check.
- Proficient knowledge of Microsoft Office.

**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.*

Assets

- A Master's degree in a relevant sector, health or social services
- Experience working under the Personal Health Information Act (PHIA)
- Knowledge of barriers that impact BIPOC & 2SLGBTQIA communities accessing health care
- Understanding of Quality Improvement practices
- Experience in community development.
- Experience with program development, implementation and evaluation.
- Experience in group facilitation, public speaking and health education.
- Experience in using a healing centered, harm reduction oriented and anti-oppression framework to deliver services.
- Understanding of the role of settler colonialism on the health and wellness of Indigenous people and clear practice changes that they have implemented to address colonialism and anti-Indigenous racism in the non-profit sector.
- Proficiency in both official languages or other language.

APPLICATION PROCESS:

- Reference Job Posting #2025-055 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.

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