



JOB POSTING #2025-059

Internal / External Posting

Union: CUPE F

Posting Date: September 24, 2025

Posting Closed: October 16, 2025

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

Opportunity: Program Assistant, Abortion Program

Site/Base Location: Women's Health Clinic Portage

Hours: 0.50 FTE / 20 hours per week

TERM: Indefinite subject to collective agreement, which may expire with forty-eight (48) hours' notice

Shift: Required Monday – Friday days

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.

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 Diploma or equivalent
- Must be legally eligible to work in Canada
- Satisfactory Criminal Record check and Child Abuse Registry check.

Assets:

- Commitment to anti-oppressive and anti-racist work practices
- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Experience ordering supplies and scheduling staff
- Experience using Accuro
- Proficiency in both official language(s) or other language(s)

APPLICATION PROCESS:

- **Required - Reference Job Posting #2025-059 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/>*