



## **JOB POSTING #2025-064**

**Internal / External Posting**

**Union: CUPE F**

**Posting Date: October 9, 2025**

**Posting Closing: October 23, 2025**

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

**Opportunity: Program Assistant Provincial Eating Disorder Prevention and Recovery Program (PEDPRP)**

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

**Hours: 0.50 FTE (20 hours per week)**

**Shift: Mainly weekdays, some evening and Saturdays**

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 LGBTQ 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.

### **Our Vision, Mission & Values:**

Women's Health Clinic (WHC) provides accessible, woman-centred services, creates strategic partnerships and advocates for system change.

We work toward the vision of having equitable health and wellness services within and beyond WHC, delivered through a feminist lens.

All our work is guided by our values – choice, inclusion, social justice, innovation and integrity.

### **Position Summary:**

To provide day to day support functions to enhance the effectiveness of WHC programs.

### **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 body positive working environment.

### **Candidates must have:**

- Completion of High School Diploma or equivalent
- Good working knowledge of Microsoft Office applications
- MUST be legally able to work in Canada
- Satisfactory Criminal Record check and Child Abuse Registry check

### **Assets:**

- Experience working in eating disorder programs
- Knowledge of barriers that impact BIPOC & 2SLGBTQIA communities accessing health care
- Commitment to anti-oppressive and anti-racist work practice
- Proficiency in both official languages or other language

### **APPLICATION PROCESS:**

- Email cover letter & resume (pdf or MS word document) to [WHChr@womenshealthclinic.org](mailto:WHChr@womenshealthclinic.org)
- **MUST INCLUDE Reference Job Posting #2025-064 in email subject line.**

For a full position description go to: <https://womenshealthclinic.org/careers>

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**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/>*