



JOB POSTING #2026-016

Internal / External Posting

Union: CUPE F

Posting Date: April 30, 2026

Posting Closed: May 14, 2026

Salary Range: \$21.463 - \$24.096/hour

Opportunity: Administrative Support

Site/Base Location: Women's Health Clinic Graham

Hours: 0.50 FTE / 20 hours per week

Shift: Weekdays Monday – Friday

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:

This position is responsible and accountable for providing administrative expertise and clerical support to the finance administrative teams.

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. Specific tasks include providing support to the finance and administrative teams, administering and maintaining filing systems, monitoring inventory levels, ordering and purchasing with Director approval, supporting coordination of facilities management, assist with training other staff as required.

Candidates must:

- Have Grade 12 and a minimum of 3 years' related experience and/or administrative education
- Be legally able to work in Canada
- Provide Satisfactory Criminal Record check and Child Abuse Registry check

Assets:

- Familiarity with the functions of purchasing, receiving and the logistics within
- Knowledge of facility support for building and office/medical equipment
- Working knowledge of hardware & software support
- Experience using Accuro and a working knowledge of queries
- Experience in Microsoft Office
- Ability to take initiative and work independently with minimal supervision.
- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Commitment to anti-oppressive and anti-racist work practices
- Proficiency in both official languages or other languages

APPLICATION PROCESS:

- Email separate cover letter & resume (pdf or MS word document) to WHChr@womenshealthclinic.org
- **MUST INCLUDE Reference Job Posting #2026-016 in email subject line.**

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, visit www.womenshealthclinic.org/whoweserve.*