



## **JOB POSTING #2026-017**

**Internal / External Posting**

**Out of Scope**

**Posting Date: May 15, 2026**

**Posting Closed: June 5, 2026**

**Salary Range: \$52.562 - \$62.258/hour**

**Opportunity: Director of Programs**

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

**Hours: 1.00 FTE / 40 hours per week**

**Shift: Days, Evenings, Weekends, On Call**

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 accountable for the overall direction and leadership of Programs, ensuring that strategic operational plans are completed through people, processes and systems. The Director of Programs works collaboratively with staff to make decisions that impact short to long term organizational results.

### **Job Specific Day To Day Activities**

1. Accountable for all operations and functions within three sites and external programming, with a clear focus on implementing the strategic plan to develop, implement and evaluate operational plans in conjunction with financial management.
2. Engage and maintain external relationships with stakeholders including reporting and expectations from funders
3. Provide leadership, coaching and guidance to inspire teamwork collaboration and operational results.
4. Report and resolve variances in budgets, reporting, internal controls, and general accounting.
5. Participate actively in the annual budget planning, preparation and review of program budgets
6. Seek funding opportunities for WHC for special projects or existing program enhancements.
7. Proactively identify key internal and external issues, challenges and opportunities through risk analysis affecting WHC, its programs and services while implementing action plans to address them.
8. Lead policy development and procedures for all programs and services in conjunction with the policy review committee.
9. Conduct and/or provide oversight and guidance to their respective departments to ensure quality control in: health care assessments; accurate diagnosis, following established clinical guidelines; and assessing accuracy in standardized client information.
10. Coordinate and participate in accreditation and quality initiatives.
11. 9. Actively participate on internal and external committees, projects and working groups and/or attend meetings with funders and other agencies.
12. Shared responsibility for 24/7 on call for all organizational matters
13. In collaboration with the Executive Director and Communications Team, respond to media requests on behalf of WHC.

### **Candidates must have:**

- Direct experience and/or commitment to working in an environment that aligns with WHC's values and strategic plan.
- Bachelor's degree in a relevant field such as public health administration or related discipline.
- 10+ years of management experience in a health care environment. Alternate combinations of education and experience may be considered.
- Ability to work on-site at all times
- Demonstrated ability to plan and deliver complex programming while utilizing operational, human resource and change management knowledge.

- Demonstrated ability to build positive relationships, engagement and capacity with internal and external stakeholders through communication, accountability, and development.
- Demonstrated ability to manage multiple projects with competing priorities including synthesizing information, assessing risks and developing strategic recommendations under pressure.
- Experience providing strategic advice on complex topics and sensitive issues.
- Extensive understanding of community health, women's health, and community engagement.
- Demonstrated application of an anti-racist, anti-oppressive, weight neutrality, harm reduction approaches to all work within an organization.
- Demonstrated implementation of operational plans reflective of the strategic plan.
- Demonstrated experience leading continuous quality improvement initiatives and collaborating to reach innovative solutions.
- Financial acumen with experience in budgeting and financial management.
- Effective written and verbal communication skills.
- Proficiency using Microsoft office.
- Be legally able to work in Canada
- Provide Satisfactory Criminal Record check and Child and Adult Abuse Registry checks

#### **APPLICATION PROCESS:**

- Email separate cover letter & resume (pdf document) to [WHChr@womenshealthclinic.org](mailto:WHChr@womenshealthclinic.org)
- Please include Reference Job Posting #2026-017 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](http://www.womenshealthclinic.org/whoweserve).*