



Internal / External Posting
Government of Canada Job Bank
3229656, # 3229653, # 3229649
Posting Date: June 8, 2020
Salary \$15.00 / hour

Opportunity: Canada Summer Jobs Government Program – 3 Contract positions

Hours: Flexible – maximum 30 hours per week

Application deadline: June 15, 2020

Start date: Flexible

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.

Our Requirements:

Canada Summer Job eligibility criteria – all youth aged 15 to 30 years are welcome to apply.

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. No post-secondary education required.

Positions available:

1. Research Archivist (32369830) – Job bank # 3229656

Job Description:

- Provide research and archival support to administrative and operations team
- Archiving files and other office related tasks
- Assist with database management and information dissemination
- Conduct research related to women's health and history of Women's Health Clinic
- Collect and store / log artifacts from Women's Health Clinic archives

Priority placed on a student with a background in, or a desired study in the area of women's health, research and archiving.

2. Communication Assistant - Medical (32369824) – Job Bank # 3229653

Job Description:

- Responsible for the development and execution of communications and fundraising materials, event planning and marketing under the supervision of the Communications/Fundraising Team Leader
- Some light archival duties, which may include organizing and filing of older marketing and resource materials
- Preference will go to candidates who have education and/or equivalent experience in communications, marketing, and event planning
- Knowledge of Adobe Creative Suite including video editing and InDesign, social media platforms, and digital marketing is an asset

Priority will be given on hiring a student with a background in, or a desired study in the area of communications, social services or social work and / or fund development.

3. Office Administrative Assistant (32369822) – Job bank # 3229649

Job Description:

- Provide administrative support to finance and admin team
- Archiving files and other office related tasks
- Assist with maintenance of central files
- Monitor and maintain inventory levels
- Assist with database management and information dissemination
- Assist with monitoring and maintenance of office systems & equipment
- Assist with facilities management
- Problem solve with support of team to help resolve issues

Priority will be placed on a student with a background in, or desired study in the area of finance and administration.

HOW TO APPLY:

SEND EMAIL TO secty@womenshealthclinic.org

IN SUBJECT LINE: **Specify POSITION title or JOB BANK #**

BE SURE TO ATTACH: **Resume or CV – MS Word or pdf formats acceptable**

The Canada Summer Jobs program is open to youth aged 15 to 30 years and has introduced the following temporary changes to the program this year which includes:

- allowing employers to hire staff on a part-time basis
- an extension to the end date for employment to February 28, 2021
- allowing employers to adapt their projects and job activities to support essential services

This position is subject to a police information and child abuse registry check.

We thank all applicants for their interest. Only those candidates who are selected for an interview will be contacted.