



## **JOB POSTING #2021-026**

**Internal / External**

**Union: CUPE F**

**Posting Date: April 12, 2021**

**Salary Range: \$29.867 to \$38.977/hour**

### **Opportunity: Communications Specialist**

**Hours: 28 hours / week (0.70 EFT)**

**Deadline Date: April 26<sup>th</sup>, 2021**

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:**

The Communications Specialist is responsible for developing and implementing a communications strategy and supporting materials that supports the strategic plan. The Communications Specialist is responsible for developing an organizational media strategy and providing strategic input into media relations (responsive and proactive).

#### **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 working environment.

Candidates must have:

- Post-secondary education in communications and public relations with a minimum of 2 years' experience; or a combination of equivalent education/experience.
- Experience in website development and multiple social media formats and the ability to use a wide variety of computer software, including graphic and web-based applications.
- Satisfactory Criminal Record check and Child Abuse Registry check

Assets:

- Proficiency in both official languages or other language is an asset
- Strategic thinking and experience in Marketing, Fundraising and Advocacy

#### **HOW TO APPLY:**

**Reference: "JOB POSTING #2021-026" in ALL correspondence**

**Email resumes to: [secty@womenshealthclinic.org](mailto:secty@womenshealthclinic.org)**

For a full position description go to: <http://womenshealthclinic.org/get-involved/jobs/>

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

*\*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).*