



JOB POSTING #2022-075

Internal / External Posting

Union: CUPE C

Posting Date: November 1, 2022

Salary Range: \$20.177 to \$23.39/hour

Opportunity: Communications Coordinator

Hours: 0.80 EFT - 32 hours/week

Deadline Date: November 15, 2022

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 Coordinator is responsible for coordinating the communications requisition workflow, designing internal and external material (posters, social media posts, branded documents and laying out annual report), maintaining communications related databases, making website updates and maintaining brand standards.

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 experience and/or demonstrated experience in graphic design.
- Demonstrated proficiency with Adobe Creative Suite (specifically InDesign, Photoshop, and Illustrator), and strong MS Office Skills (specifically Word, Excel, Outlook and PowerPoint).
- Familiarity with web-based marketing programs such as Constant Contact, WordPress and Eventbrite.
- Satisfactory Criminal Record check and Child Abuse Registry check

Assets:

- Proficiency in both official languages or other language is an asset
- Commitment to anti-racist and anti-racist work practices
- Understanding of barriers that BIPOC & 2SLGBTQIA+ communities face when accessing health care

HOW TO APPLY:

Reference: "JOB POSTING #2022-075" in ALL correspondence

Email resumes to: whchr@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.*