



JOB POSTING #2022-081
Internal/External Posting
Union: CUPE F
Posting Date: November 9, 2022
Salary Range: \$29.255-33.914/hour

Opportunity: Project Coordinator – Health Services

Hours: 0.5 FTE/20 hours per week term until December 2023

Deadline Date: November 23, 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 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.

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 Project Coordinator is responsible for leadership of site-specific projects which includes the coordination, resourcing and implementation of projects and activities in accordance with the Women's Health Clinic vision, mission and values. This position involves working collaboratively with the Management team, developing and overseeing project plans that address community needs, engagement and communication with stakeholders, and program evaluation. The position responds to client, community and agency needs and may require evening and weekend work.

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 a health or social service related field and/or an equivalent combination of 3-5 years related experience and education, education and training may be considered in lieu of formal education.
- Minimum three years' experience leading and supporting teams, preferably in a unionized environment.
- Experience in providing health education to community members
- Demonstrated computer proficiency
- Demonstrated presentation and facilitation experience in an adult education setting.
- Valid Driver's License and access to a vehicle
- Satisfactory Criminal Record check and Child Abuse Registry check

Assets:

- Experience working within the Medical & Abortion Programs, with a clear understanding of program operations.
- Ability to take initiative, identify gaps in systems and make formal recommendations to Management.
- Experiencing communicating complex concepts and drafting correspondence for stakeholders.
- Ability to coordinate and prioritize multiple projects.
- Knowledge of barriers that impact IBPOC & 2SLGBTQIA communities accessing health care.
- Commitment to work practices that are guided by principles of anti-oppression, anti-racism and harm reduction.
- Proficiency using Accuro EMR.
- Experience using Payworks as an administrator.
- Experience using the Microsoft Office Suite
- Proficiency in both official languages or other language.

HOW TO APPLY:

Reference: "JOB POSTING #2022- 081" in ALL correspondence

Email cover letter and cv to: WHChr@womenshealthclinic.org

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

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