



About Women's Health Clinic

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. To learn more about WHC please visit our website: <https://womenshealthclinic.org/>

Position Summary: :

Women's Health Clinic is looking for an administrative support person who will be responsible and accountable for providing administrative expertise and clerical support.

Primary Responsibilities:

- Provide support to one or more of the following areas: WHC Programs, Directors, Board & Committees, and all staff
- Administer and maintain central order processing system and files, monitor and maintain inventory levels
- Database management and information dissemination
- Gather information and present recommendations based on pre-determined criteria
- Monitor and maintain office systems & equipment
- Support coordination of facilities management
- Assist with orientation and training of various other staff as required.

Qualifications and 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
- Grade 12 and a minimum of 3 years' related experience and/or administrative education
- Must be legally able to work in Canada
- Satisfactory Criminal Record check with vulnerable sector search, Child Abuse and Adult Abuse Registry check

Assets:

- Familiarity with the functions of purchasing, receiving and the logistics within
- Knowledge of facility support for building and office/medical equipment
- Working knowledge of hardware & software support
- Experience using Accuro and a working knowledge of queries
- Experience in Microsoft Office
- Ability to take initiative and work independently with minimal supervision.
- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Commitment to anti-oppressive and anti-racist work practices
- Proficiency in both official languages or other languages

Anticipated Shifts: Daytime - can be flexible

EFT/Hours: 0.50 EFT / 20 hours per week

Posting Date: : October 9, 2026

Posting Closed: October 23, 2026

Salary Range: \$21.963-\$24.596/hour

Union and Site: CUPE F / Women's Health Clinic Graham

How to apply: Please reference Job Posting #2026-034 in the email subject line and submit your cover letter and resume (PDF or Word Document) to WHChr@womenshealthclinic.org

- ❖ At Women's Health Clinic we value our employees' potential, motivation to learn, growth and contributions. If your experience or education doesn't align perfectly with every qualification, we encourage you to apply anyways!
- ❖ To ensure an inclusive recruitment process, accommodations are provided for applicants with disabilities upon request. Please know that you are welcome to request an accommodation at any point in the process. All information received regarding accommodations will be kept confidential.
- ❖ WHC is committed to the development of a team that reflects the diversity of the communities we serve. We welcome and encourage applications from all women*, racialized and Indigenous people, people with disabilities, and members of the 2SLGBTQ* community.

As an intersectional feminist organization, we welcome clients of many genders, including Two-Spirit, trans men and women, genderqueer, and non-binary people. For more information on our programs and who we serve, [click here](#).