



**Women's Health In Women's Hands**  
Community Health Centre  
2 Carlton Street, Suite 500  
Toronto, Ontario M5B 1J3

**T: (416) 593-7655**

**F: (416) 593-5867**

**Website Address: [www.whiwh.com](http://www.whiwh.com)**

Women's Health in Women's Hands Community Health Centre provides primary healthcare to racialized women from the African, Black, Caribbean, Latin American and South Asian communities in Toronto and surrounding municipalities. We are committed to working from an inclusive feminist, pro-choice, anti-racist, anti-oppression, and multilingual participatory framework.

The Centre offers the following opportunity for a professional, motivated and dynamic individual to join the team.

## **ADMINISTRATIVE ASSISTANT** **1 year Maternity Leave Contract**

Reporting to the Executive Director, you will share your skills and expertise to ensure that the Centre's administrative systems and infrastructure effectively support the Centre's mission and vision. With proven project management skills, your key areas of responsibility include office and facility coordination, health and safety coordination and IT systems coordination.

### **Specific responsibilities include:**

- Coordinating the Centre's occupational health and safety program.
- Managing the general operations of the Centre to be as effective and efficient as possible (e.g. purchasing, insurance, facility management, fixed assets management, central files and archives).
- Overseeing the activities of the reception desk
- Managing all property and maintenance issues relating to the Health Centre including safety and security, care-taking, care of the grounds, building use, building maintenance, furniture and equipment, renovation and construction and office allocation.
- Providing administrative support to the Executive Director as required

### **Qualifications:**

You bring to this role an undergraduate degree in a relevant discipline, five years progressively responsible administrative experience preferably in the non-profit sector and proficiency in computer office applications. You are an independent self-starter with strong organization, communication and team skills. Strong analytical skills, the ability to be strategic and exercise sound judgment in decision-making complete your profile. Knowledge of women's health issues and languages other than English are an asset.

**Women's Health In Women's Hands offers a competitive salary and benefits, along with a multidisciplinary team environment where work-life balance is valued and practiced.**

**APPLICATION PROCESS:**

To apply for this challenging opportunity in a dynamic organization please forward your resume and cover letter with subject line: "**Administrative Assistant**" to the attention of:

**Human Resources Department  
Women's Health in Women's Hands Community Health Centre  
2 Carlton St. Suite 500  
Toronto, ON  
M5B 1J3**

**-or-**

**-or-**

**[recruitment@whiwh.com](mailto:recruitment@whiwh.com)**

**Fax: 647-724-3451**

Please send a single file in MS Word or PDF format only.

WHIWH is committed to reflecting the diversity of the communities it serves and we strongly encourage applicants who reflect Toronto's ethnic and cultural diversity and our priority populations. We welcome and encourage applications from all qualified candidates

Accommodation will be provided on request

**We thank all applicants for their interest; however, only those selected for an interview will be contacted.**