



**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)**

## **ADMINISTRATIVE COORDINATOR**

Maternity Leave Contract

WHIWH CHC provides racialized women, trans and non-binary clients from the African, Black, Caribbean, Latin American, and South Asian communities in Toronto and surrounding municipalities with culturally safe, relevant, and responsive primary healthcare. We are changemakers engaged in knowledge transfer and exchange, research, capacity building, and advocacy within and across multiple systems.

### **ACCOUNTABILITIES - KEY**

- Participation in the development of policies and procedures.
- Coordination of 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).
- Assists in the coordination, supervision, and completion of special projects as appropriate.
- Manage relationships with key operations vendors
- Review and approve all general operational invoices and ensure they are submitted for payment
- Oversees the organization's interactions with the public by implementing social media platforms' content strategies.
- Generate, edit, publish, and share high-quality posts, stories, event flyers, video content, etc. on social media platforms.
- Coordinates technology installations, upgrades, and maintenance.
- Selects and purchases new and replacement hardware and software, when necessary. Recommend information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Manages 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.
- Other duties as assigned.

## **QUALIFICATIONS**

- Undergraduate degree in a relevant Discipline
- Five years of progressively responsible administrative experience
- Proficient in computer office applications, working with spreadsheets and MS office applications i.e. Word, Excel and Outlook
- You are able to plan, organize and prioritize workloads and able to work in a fast-paced environment with minimal supervision and take initiative
- You are an independent self-starter with strong organization, communication and team skills.
- You demonstrate strong analytical skills, the ability to be strategic and exercise sound judgment in decision-making
- You will have a thorough knowledge of issues related to community health promotion, healthy living activities, and women's health
- Languages other than English are an asset

## **REPORTING**

This position reports to the Executive Director.

## **APPLICATION PROCESS:**

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

**Women's Health in Women's Hands Community Health Centre**  
**Human Resources Department**  
**recruitment@whiwh.com**

## **APPLICATION DEADLINE:**

Posted: March 20, 2023

Closing Date: April 3, 2023

**COMPENSATION:** The salary range based on qualification and experience is \$46,987- \$58,734.

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  
WHIWH is working towards gender equity in pay

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

WHIWH has a Covid-19 Vaccination Policy that requires employees to take part in COVID-19 vaccination programs recommended by public health authorities, unless approved for an exemption request under the Ontario Human Rights Code. Compliance with this policy is mandatory for this position.