



**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)**

## **MANAGER, RESEARCH AND PROGRAMS**

### **FULLTIME/PERMANENT**

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.

We are looking for a dynamic, self-reflexive and critical thinker who will coordinate the planning and delivery of the Health Centre's research and community programs. The Manager will require a solid understanding of the challenges involved in working with marginalized or vulnerable populations and brings a mature, creative and solution-focused approach to addressing those challenges.

The Manager of Research and Programs is responsible for multiple programs and teams. The role requires considerable skill in relationship building, including the ability to develop and foster partnerships and collaborate effectively with community groups, agencies and other stakeholders.

### **RESPONSIBILITIES:**

1. Ensuring that the mission statement and the philosophy of the Health Centre are being met in the development, implementation and operation of all research and community health programs
2. Working in collaboration with the Research and Community Programs' team to identify research and programs' needs and priorities and to plan, implement and evaluate outreach, health promotion, community development and community support programs.
3. Identifying areas for research capacity building and/or strengthening to support knowledge generation, mobilization, translation and exchange to support effective health programs for racialized women
4. Leading the development of research interventions and community health programs based on identified needs
5. Monitoring of the activities of the research and programs team, student placements and volunteer programs and ensure utilization of an inter-disciplinary approaches.
6. Participating in broad-based health planning through collaboration with internal staff teams, community organizations, networks, and institutions.

7. Providing leadership and support to the Centre and to the Research and programs' teams through review of program objectives, community education strategies, evaluations, and identified program priorities.
8. Promoting WHIWH-CHC programs and objectives outside the Centre through, participation in committees, public forums, community events, and by using various media platforms.
9. Acting as a resource during the development of WHIWH strategic plan and supporting its operationalization.
10. Assisting in the preparation of the Centre's Annual Report.
11. Supporting generation of appropriate and accurate statistical data to inform quarterly service activity reports.
12. Identifying and leading the develop/writing of health- policies
13. Participating as chair of the recruitment committee for all Research and community programs' staff and provides ongoing supervision and performance management for existing staff working on specific programs in the research and programs depart.
14. Identifies resources needed to support Centre activities and developing and maintaining appropriate community networks.
15. Assists the Executive Director, Director of Research and Programs and Finance Manager with budget preparation and monitoring of program expenditures.
16. Participates in Management Team Meetings, as a member of the Management Team.
17. Other duties as assigned.

**QUALIFICATIONS:**

1. Master's degree in health promotion, social work, health administration, public health or other relevant disciplines
2. Three to five year of senior management experience with progressive responsibility in a research, community health or social service setting
3. Thorough knowledge of and experience applying health promotion and health equity principles and processes, including social determinants of health to research, community needs assessment, program development, implementation, and evaluation
4. Experience working with evidence-based interventions, principles and strategies, with complex and marginalized populations
5. Strong supervisory skills, including the ability to mentor, coach and inspire multiple teams of professionals and students
6. Strong interpersonal skills and the ability to act as a liaison between the Centre and its clients and community partners
7. Excellent communication skills including verbal, written and presentation skills

8. Demonstrated commitment to anti-racism, anti-oppression, trauma-informed principles, and experience applying these with diverse staff teams and marginalized or vulnerable individuals and groups
9. Strong commitment to and experience with appropriate advocacy approaches and methods
10. Experience and demonstrated success in evaluation, proposal writing, budget preparation and management
11. Knowledge and experience in effective management of crisis situations
12. Ability to collect and analyze data for quality improvement and decision making

**REPORTING:**

This position reports to the Director, Research and Programs

**APPLICATION PROCESS:**

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

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

**APPLICATION DEADLINE:**

Posted: December 14, 2022  
Closing Date: January 5, 2023

**COMPENSATION:** Based on experience and qualification or \$62,715 with an annual step progression to a maximum of \$78,393

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.