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.ca

COMMUNITY HEALTH AND COMMUNICATION SPECIALIST
Interprofessional Primary Care Team (IPCT) Initiative
Permanent, Full-Time (1.0 FTE)

Women's Health in Women's Hands Community Health Centre

Women's Health in Women's Hands Community Health Centre (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.

WHIWH-CHC is recruiting a highly motivated, professional and dynamic individual to join the Population Health Team.

About the IPCT Initiative

The Interprofessional Primary Care Team (IPCT) Initiative is funded through the Ministry of Health. The successful candidate will contribute to meeting the goals, deliverables, and performance expectations of the IPCT Initiative in accordance with funding requirements.

RESPONSIBILITIES:

- Develop, coordinate, and facilitate health promotion workshops, educational/engagement sessions, fairs, events, and community presentations using culturally responsive, trauma-informed, and client-centred approaches.
- Provide client and community support through system navigation, resource referrals, health education, and assistance in accessing programs and services that address the social determinants of health.
- Support the planning, implementation, monitoring, and evaluation of community programs and initiatives using an equity-informed approach.
- Support the development, implementation, and evaluation of the Population Health Team's and the Centre's communications strategy to promote programs, services, events, and organizational priorities and achievements.
- Develop and maintain health promotion and communications materials, including newsletters, brochures, website content, social media, and digital campaigns.
- Plan and implement community outreach, engagement, and public education activities to increase awareness of programs, services, and community resources.
- Collaborate with the Population Health Team, interdisciplinary staff, and community partners to develop communications, outreach, and health promotion initiatives.

- Participate in internal and external committees, working groups, and initiatives related to wellness, communications, health promotion, and community engagement to support organizational priorities, knowledge sharing, and collaborative efforts.
- Build and maintain collaborative relationships with community organizations, healthcare providers, and other stakeholders to strengthen partnerships and community capacity.
- Organize and participate in community events, health fairs, outreach activities, and special initiatives that promote health, wellness, and health equity.
- Engage community members in identifying needs, reducing barriers to services, and participating in community-driven initiatives that improve health and well-being.
- Monitor communications and program outcomes by collecting data, preparing reports, and contributing to continuous quality improvement and evaluation activities.
- Maintain accurate, timely, and confidential documentation of client supports, program activities, outreach initiatives, and evaluation outcomes in accordance with organizational policies.
- Represent the organization at community meetings, coalitions, and partner events while promoting organizational priorities and fostering collaborative relationships.
- Perform other duties as assigned to meet the ongoing needs of the organization

QUALIFICATIONS:

1. An undergraduate degree or diploma in Health Promotion, Public Health, Global Health, Community Development, Communications, Social Sciences, Health Sciences, or a related field, or an equivalent combination of education and relevant experience.
2. Minimum of one (1) year of experience working in a non-profit, Community Health Centre, primary care, public health, or community-based organization. Experience supporting health promotion programs, community engagement, communications, or outreach initiatives is considered an asset.
3. Demonstrated ability to communicate and collaborate effectively within an interdisciplinary team environment, while contributing to shared program goals and community-focused initiatives.
4. Knowledge and practical application of health promotion principles, anti-oppressive practices, culturally responsive approaches, client-centred care, health equity, and the social determinants of health.
5. Experience working with diverse and equity-deserving populations, including racialized communities, and demonstrated understanding of community resources and barriers impacting access to health and social services.
6. Demonstrated experience developing, facilitating, or supporting workshops, group education sessions, community presentations, and health promotion activities for diverse audiences.
7. Experience supporting the development and implementation of communications strategies, such as the creation of news stories, health promotion materials, social media content, digital communications and community outreach resources.
8. Strong understanding of community engagement approaches, with the ability to build relationships, support community partnerships, and promote meaningful community participation.
9. Demonstrated ability to support clients and community members with system navigation, resource connections, and access to services while maintaining appropriate professional boundaries.
10. Strong organizational skills with the ability to plan, prioritize, and manage multiple tasks in a fast-paced environment with minimal supervision, while demonstrating initiative and accountability.
11. Excellent interpersonal, written, and oral communication skills, including the ability to prepare clear communications materials, facilitate discussions, and deliver presentations.
12. Proficiency with computer applications including Microsoft Word, Excel, PowerPoint, Outlook, virtual meeting platforms, and digital communication tools. Experience with website content management systems, social media platforms, or communications tools is considered an asset.
13. Ability to work flexible hours, including evenings and occasional weekends, to support workshops, community events, and program activities.
14. Proficiency in language(s) that reflect the priority communities served is considered an asset.

15. This position includes on-site work requirements to support client and community engagement, workshops, team collaboration, and Population Health Team activities. The on-site schedule will be determined in consultation with the Director, Population Health, based on program and operational requirements.

REPORTING:

This position reports to the Director of Population Health.

APPLICATION PROCESS:

To apply for this challenging opportunity in a dynamic organization please forward your resume and cover letter with the subject line: "**IPCT Community Health and Communication Specialist"** to the attention of:

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

APPLICATION DEADLINE:

Posted: July 30, 2026
Closing Date: August 13, 2026

Applications will be reviewed on a rolling basis. Early applicants may be contacted for interviews before the posting closes.

COMPENSATION: $63,150 per annum, with benefits. Benefit entitlements are subject to funding availability and applicable eligibility requirements. This position is funded through the Ministry of Health's Interprofessional Primary Care Team (IPCT) Initiative.

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.