

EMPLOYMENT OPPORTUNITY

Women's College Hospital (WCH) is an academic, ambulatory care hospital in Ontario with a focus on health for women, health equity and health system solutions. If you're ready to be part of a team that is revolutionizing the future of healthcare, then you will want to join an institution where the possibilities for innovation, new discovery and system thinking are limitless. Women's College Hospital is committed to equity, quality and patient safety as key professional values and essential components of daily practice.

[Healthcare Revolutionized 2030](#) is our roadmap to the future. Our strategy is built on the pledge that the founders of our hospital made 140 years ago and reaffirms our commitment to providing equitable, accessible, best-in-class healthcare for everyone – meeting people where they are on their healthcare journey and partnering with them to reach their goals of living their healthiest lives possible. The stage has been set for Women's to accelerate our priorities and capture the momentum to catapult our system forward to revolutionize healthcare for everyone.

Applicants must reside and be legally eligible to work in Ontario.

This is a Temporary Full-Time Opportunity

Type: Replacement

The Project Coordinator supports the development, implementation, and evaluation of knowledge translation projects and arts-based initiatives within Ganawishkadawe. Reporting to the Manager, the incumbent oversees the daily coordination of project activities, liaises with internal and external partners and rights holders, and provides administrative, analytical, and event planning support to advance the goals of the Centre.

Summary of Duties but not limited to

- Support the coordination, implementation, and evaluation of multiple Ganawishkadawe projects and initiatives.
- Develop and maintain project plans, workbacks, schedules, and deliverables in alignment with approved objectives and timelines.
- Track progress on milestones and key performance indicators; flag risks, challenges, or resource needs proactively.
- Coordinate communication, outreach, and knowledge translation activities with internal and external stakeholders.
- Prepare analytical reports, meeting summaries, proposals, and other project documentation and correspondence.
- Conduct research and environmental scans to inform program design and support continuous quality improvement.
- Develop project tracking tools, templates, dashboards, and other materials to support effective monitoring.
- Coordinate and facilitate project meetings, workshops, and community engagement sessions, including agenda preparation and minute taking.
- Support event planning, logistics, and follow-up activities for project launches, symposia, and community gatherings.
- Maintain up-to-date project databases, contact lists, vendor information, and digital records.
- Support budget tracking, invoice processing, and monitoring of project expenditures as required.
- Collaborate with interdisciplinary teams and community partners to ensure culturally safe, inclusive, and equity-driven project practices.
- Assist with survey design, data collection, and evaluation processes to assess impact and inform future programming.
- Contribute to communication strategies, social media updates, and promotional materials related to Ganawishkadawe initiatives.

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- Uphold internal accountability practices related to anti-racism, equity, and reconciliation.
- Provide general administrative, analytical, and operational support to ensure project and departmental needs are met.

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications

- Master's degree in health administration, health discipline, health policy, project management, or a related field.
- Minimum of three (3) years' experience in project coordination or management, preferably in a health services or academic environment.
- Experience working with Indigenous communities, Elders, and partners; lived experience as an Indigenous person (First Nations, Inuit, or Métis) is considered a strong asset.
- Strong research, analytical, and evaluation skills, with experience using metrics and project management tools.
- Proven ability to coordinate multi-partner projects and maintain collaborative working relationships.
- Excellent organizational, time management, and critical thinking abilities with attention to detail.
- Strong written and verbal communication skills, with the ability to prepare reports, correspondence, and presentations.
- Professional and culturally safe communication aligned with Women's College Hospital's vision, mission, and values.
- Commitment to anti-racism, equity, and reconciliation in both process and practice.
- Good work and attendance record required.
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Why Choose Us?

- Be part of a dedicated team committed to excellence.
- Shape the future of healthcare in a supportive environment.
- Embrace the Best of Both Worlds and join our Hybrid Work Environment.
- Enjoy competitive benefits and an excellent defined benefit pension plan (HOOPP).

Women's College Hospital may use artificial intelligence (AI) or automated decision-making tools during various points in the recruitment and selection processes. Please note that third-party job boards may apply their own automated features when displaying or promoting this posting. Women's College Hospital has no control over these external platform tools.

If you suspect any recruitment related advertising, communication or content did not originate from Women's College Hospital, please report it immediately by providing the relevant details to [WCH Job Advertisement Fraud Reporting Form](#).

Employment at Women's College Hospital is conditional upon the verification of credentials, completion of a health review, and proof of immunity and vaccination status for vaccine-preventable diseases, in alignment with WCH Communicable Disease Surveillance protocols. Successful candidates will be required to complete the [Employee, Physician and Volunteer Immunization Record Submission Form](#) and the **Pre-Placement Health Review Form** prior to

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commencing employment. Submission instructions will be provided in the new hire package and all requirements must be satisfied prior to commencing employment.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.