

Clinic Administration and Digital Systems Assistant

This is a Canada Summer Jobs position (35 hours/week for 16 weeks, \$20.90/hour). Applicants must be abortion affirming and gender affirming. Ability to speak Arabic is a plus. This role supports clinic operations and administrative systems, digital and communication projects.

Job Activities

- Support updating website and clinic resource content.
- Support accessibility improvements of clinic resources
- Assist with social media and outreach materials
- Assist with data cleanup
- Organize and file clinic documents
- Support medical secretaries
- Prepare forms and materials
- Support with clinic workflow, checking in patients, providing follow-up instructions, room turn-over and cleaning.
- Assist with data entry and admin tasks

- Participate in team meetings and collaborative work

Qualifications

- Eligible for Canada Summer Jobs:
<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/applicant-guide/who-can-apply.html>
- Strong attention to detail
- Interest in communications and resource development
- Comfort with administrative tasks
- Ability to work in a fast-paced, changing environment
- Understanding of reproductive justice and gender diversity/gender affirming care - ability to consistently be inclusive of all patients and staff of all identities.
- High ethical standards and strict adherence to confidentiality
- Interest in community health, reproductive justice and gender affirming care
- Commitment to accessibility and inclusion



Working Conditions

Regular office hours are 9:00-4:30 with a half hour unpaid lunch. Some flexibility is required for after-hours coverage and after-hours meetings, however there will be advance notice. This is a full-time (35 hours per week) position for 16 weeks.

This position requires long periods of sitting, although there are opportunities to stand and stretch. There are also long periods of focused attention as well as significant use of screens. It is a dynamic office environment with background noise and visual distractions. Confidentiality of all patient health information is required at all times.

This position will work on-site at our Waterloo locations. This is a first floor of an accessible building and we have an in-suite accessible washroom. We are a low/no scent environment however we use cleaning agents regularly for our in-house clinic.

Parking is free at the clinic plaza.

This role will be compensated at an hourly rate of \$20.90 per hour and will also be entitled to a pro-rated amount of wellness hours based on the duration of the contract.

To Apply

Please email your resume and cover letter to jobs@shorecentre.ca by Friday May 1st 2026.

Your cover letter should demonstrate why you are interested in working with SHORE Centre, an organization that focuses on sexual and reproductive health and education.

Position is expected to start mid-May in order to fulfill Canada Summer Jobs requirements.

We thank all applicants but only those selected for an interview will be contacted. Interviews will be held on a rolling basis, before the post's closing deadline due to the immediate start-date for this position.