



Trenton Military Family Resource Centre (MFRC)

Internal and External Job Posting

POSITION: Veteran Family Program Coordinator
TYPE OF EMPLOYMENT: 1.0 FTE (Unionized)
RESPONSIBLE TO: Program Manager

Our Mission

To promote and facilitate community-based services that enrich, strengthen, and enhance the quality of life for our military families.

Our Vision

Where every military family feels welcome and supported.

General Position Overview

The Veteran Family Program Coordinator will require a thorough understanding of the unique and demanding lifestyle experienced by medically releasing military members, veterans and their families. The responsibilities include providing outstanding client support, facilitation of transition focused groups and the provision of information and referral supports to families of medically releasing/released Canadian Armed Forces Members.

Covid-19 vaccinations is mandatory as per Trenton MFRC policies.

Hours of Work

Hours of work are 37.5 hours per week and the hours of work are structured based on the needs of the Trenton MFRC and may include evening and weekend work as required.

Start Date: To be discussed.

Qualifications and Competencies

The Veteran Family Program Coordinator will have:

- a post secondary degree/diploma in social services, from a recognized College or University and or equivalent experience in a related field;
- strong understanding of Canadian Armed Forces and Veterans Affairs systems and programs; being a former member of the CAF would be considered an asset;
- proven ability to manage emotionally charged situations;
- experience working within a community-based organization, or social service agency;
- understanding of the unique military lifestyle issues facing medically releasing members, veterans and their families, including knowledge of agencies and organizations with applicable support service;
- experience in program administration and delivery;
- a clear understanding of the principles of adult education;
- proven abilities in working with individuals and groups to facilitate the development of programs;
- a high degree of interpersonal and communication skills; skilful and confident decision making, negotiating and planning skills;
- an approved vulnerable sector police record check;
- oral and written fluency in English; oral and written fluency in French would be considered an asset.

If interested and qualified, please submit your resume and cover letter no later than June 1, 2022 to Kelly Briggs at Kelly.b@trentonmfr.ca.

Cc Debbie VanOoyen, Trenton MFRC, Union Steward, Elizabeth Nicholas, Trenton MFRC, Union Steward