



Trenton Military Family Resource Centre (MFRC) Internal and External Job Posting

POSITION: Program Assistant
TYPE OF EMPLOYMENT: *Canada Summer Job (CJS) Special Project
Temporary Position
June 27th, 2022 to August 19th, 2022*
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 Trenton MFRC is seeking a Program Assistant through the Canada Summer Jobs Program. The Program Assistant will require a thorough understanding of the unique and demanding lifestyle experienced by military. The responsibilities include providing support to the Program Manager and staff in the development and facilitation of programs that provide support to military families experiencing the challenges of military family life.

Staff and volunteers must adhere to the Trenton Military Family Resource Centers COVID- 19 policies and be fully vaccinated.

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 Program Assistant will;

- will be between the ages of 15 and 30 and will be legally entitled to work in Canada as per the Canadian Summer Jobs Program Requirements;
- have education and/or experience in developing and facilitating group programming;
- have a strong understanding of the development and delivery of programming for families;
- will have experience with various social media platforms and marketing media;
- possess strong communication skills (written and verbal) in English, French will be considered an asset
- have experience working within a community-based organization, or social service agency;
- have an 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;
- possess excellent organizational skills;
- have an approved vulnerable sector police record check;
- provide confirmation of vaccine status prior to the start of employment.

If interested and qualified, please submit your resume and cover letter to Kelly Briggs, Program Manager at Kelly.b@trentonmfr.ca.