



# Trenton Military Family Resource Centre (MFRC)

Internal and External Job Posting

**POSITION:** Community Engagement Specialist  
1.0 FTE, Unionized

**MANDATED SERVICE AREA:** Trenton Military Family Resource Centre (MFRC)

**RESPONSIBLE TO:** Executive Director

## 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

Community Engagement Specialist is responsible for the development and implementation of communication strategies to promote the Trenton MFRC and to educate the community on the unique aspects of a military family experience. This position develops, coordinates, and delivers unit and community briefings, the coordination of advisories, takes a leadership role in community engagement events and assists with collection research and data to support MFRC initiatives. The Community Engagement Specialist will also create partnerships and provide educational information to both internal and external partners to ensure that a consistent public image and vision is communicated. The Community Engagement Specialist will promote awareness within two primary areas: agency programs and services, and information on current issues and/or needs of military families.

## HOURS OF WORK

This is a full-time position at thirty-seven (37.5) hours per week and the hours of work are structured based on the needs of the program and may include evening and weekend work as required.

**START DATE:** To be discussed.

## QUALIFICATIONS AND COMPETENCIES:

- Have a post-secondary diploma/degree in Communications, Public Relations, or equivalent from a recognized college/University.
- Have a minimum of two (2) years' experience in communications, public relations, community engagement; experience working with special events and fundraising an asset.
- Have exceptional communication skills, demonstrated ability to compose press releases and prepare grant proposals.
- Have extensive experience collaborating with community partners in developing and accessing social media supports and resources for clients.
- Have an exceptional understanding of the unique military life-style issues facing Canadian Armed Forces (CAF) Members, Veterans and their families.
- Have a thorough understanding of MFRC, Military and community organizations and resources, to appropriately provide referrals to services and supports for CAF and Veteran Families.
- Be fluent in oral and written English.
- Have a high degree of interpersonal and communication skills.
- Have the ability to manage change and work effectively in a multi-disciplinary environment.
- Be proficient in various computer applications and have the ability to adapt to new applications as they become available.
- Have an approved criminal reference check and vulnerable sector screen.

If interested and qualified, please submit your resume and cover letter no later than July 13, 2022 to Tanya Bown at [tanya.b@trentonmfr.ca](mailto:tanya.b@trentonmfr.ca).

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