Borden Family Resource Centre
Le Centre de ressources à la famille de Borden

The Borden Family Resource Centre is a not for profit, registered charity which provides a range of family services and resources which support the quality of life to the Canadian Armed Forces community posted to CFB Borden.

Community Services Manager
New Full-time position
37.5 hours/week
$49.95/hr

The Community Services Manager is responsible for the oversight, program direction and administration of community services ensuring a coordinated effort to program delivery & evaluation in accordance with the Centre's Mission, Vision and Strategic Priorities.

Qualified applicants possess the following:
Completed Post-Secondary studies (minimum 2 year program) in Social/Human Services or related field. 3 years Supervisory experience in Program and Personnel management.

Competencies
Ability to communicate effectively in both French and English;
Demonstrated experience and knowledge in understanding the principles of the non profit sector and community development model;
Demonstrated experience in the supervision of community and family support programming;
Experience in budget administration, project management, personnel administration and business planning;
Proficiency in Microsoft Office; Internet, MS Teams, WebEx, and Zoom;
Valid Standard First Aid and CPR certificates;
Excellent organizational, interpersonal and communication skills;
Excellent judgement, initiative and leadership skills;
Creative, strategic and visionary thinker;
Ability to deal tactfully, courteously and effectively with staff and the public;
Ability to work with minimum supervision;
Awareness of relevant legislative Acts;
Understanding and sensitivity to the unique needs of the military lifestyle;
Ability to effectively collaborate with community partners;
Ability to work well independently and in a collaborative team environment;
Prepared to work flexible hours.

Applicants are invited to forward their cover letter and resume by November 20, 2026 at 4:30pm by email to BFRC-CFRB_HR@forces.gc.ca - Selection Committee – Community Services Manager

The Borden Family Resource Centre is committed to improving access and opportunities for individuals with disabilities in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accommodations are available on request for candidates taking part in all aspects of the selection process.

A criminal record check and vulnerable sector screening will also be required as a condition of employment for this position.

The Borden Family Resource Centre wishes to thank all applicants. Individuals being offered an interview will be contacted.