



Manager Military Family Services – Riga

CFMWS – WHERE PURPOSE MEETS PASSION!

At Canadian Forces Morale and Welfare Services (CFMWS), we're more than just a workplace; we're a proud community dedicated to supporting Canadian Armed Forces members, veterans and their families in their daily lives. We carefully curate and provide programs and services designed to meet their unique needs and enhance their mental, social, physical, financial and familial well-being. CFMWS employees deliver programs and services including recreation, sports and fitness programs, customized financial services, retail services, access to retail savings and discounts and offers family support and organizes charity events.

Our success stems from living our values. Our employees care about their role in supporting Canadian Armed Forces members, veterans and their families and act with integrity in all they do. Thriving in our close-knit environment, we act as one team with one mission. We constantly seek new ideas and creative ways to deliver the best possible programs and services.

As an employer, we offer a commitment to your health, wellness and growth. We provide a diverse range of roles across many locations and a career where you can make a meaningful impact.

SALARY: 85,980.00 – 101,190.00 CAD Per Year

LOCATION: Latvia, Riga

POSITION TYPE: Temporary Full Time – 3 Year Contract with a possible extension

THE ROLE

Under the direction of the Senior Manager, Military Family Services (MFS) Europe, the Manager Military Family Services Riga evaluates, implements, coordinates and promotes community programs for targeted groups, such as adults, youth and children, separately or combined, as specified by the employee work planner. They develop and maintain ties with community groups, support agencies, schools or other organizations to enhance programs and services and prevent duplication of programs and/or services. They manage employees, liaise with co-workers and other MFS locations to develop and share best practices, and participate in professional development workshops and staff meetings, as required. They liaise with the local Commanding Officer (CO) to ensure the chain of command goals and objectives are met.

QUALIFICATIONS NEEDED

College diploma or certificate in Social Work, Community Development, Psychology, Sociology, Adult Education, Business Administration
or

a related field AND several years of experience in social services, community development or a related field

Experience

In community development principles

In community services program theories and practices

In coordination and evaluation of community programs

In basic budget and resource management

In advertising and communication strategies

In personnel management

In facilitation, teaching and/or group training

In applying policies, procedures and regulations

In using software for word-processing, spreadsheets, presentations, database, e-mail and Internet browsing

Competencies

Education, Certifications and Licenses Experience Competencies Client focus, organizational knowledge, communication, innovation, teamwork and leadership. Skills and Abilities

LANGUAGE REQUIREMENTS

Bilingual Essential (English and French)

Reading: Advanced

Writing: Functional

Oral: Advanced

BENEFITS AVAILABLE

Health Benefits: Drug coverage, healthcare spending account, virtual care (telemedicine), Employee and Family Assistance Program, mental health support, travel insurance, dental, vision, life insurance and disability insurance.

Work Life Balance: Flexible work options and a wide range of paid/unpaid leave, including paid vacation, family related leave and personal days.

Retirement Planning: A Defined Benefit Pension Plan (Sponsored Employee Only).

Learning and Development: Payment of professional association memberships, online learning opportunities including a LinkedIn Learning subscription and second language training.

Perks: Discounts through CF One Member Appreciation.

Explore all the benefits CFMWS offers by visiting: <https://cfmws.ca/Benefits>

TAX FREE FOREIGN SERVICE BENEFITS (Sponsored Employee Only)

Foreign Service Premium: \$ 1,559.85 Canadian monthly (approximately)

Post Specific Allowance based on location in Europe: \$350.00 Canadian monthly (approximately)

Post Living Allowance: Based on monthly Canada Price Index - \$900.00 Canadian monthly (approximately)

Shelter/Utilities Allowance: Based on Rent Ceiling calculation (salary, family size and rent cost)

OTHER INFORMATION

This is an on-site position with an assigned work location with some potential traveling.

It is a Fixed Term Employment Contract from May 2027 – May 2030 for an initial term of 3 years, with a possibility of renewal.

Available as a secondment opportunity for all NPF INTERNAL EMPLOYEES: Obtaining your Division Head approval for Leave Without Pay from your Substantive Position in Canada is required to apply for Acting Position in OUTCAN." By applying to this opportunity, you agree to participate in our screening process to ensure situational awareness. This position is also open to dependents (Canadian citizens/permanent residents) of serving Canadian military members or Civilian component members accompanying the Force under the NATO SOFA, In Europe.

The successful candidate must meet all requirements of a Security Reliability check and must be a Canadian citizen.

Successful candidate along with accompanying dependents are subject to OUTCAN screening by the Canadian Armed Forces Health Services Centre and the Children's Education management, DGCB of employment. The granting/approval of such entitlement shall be a fundamental precondition to the Employee commencing employment under this contract.

As a successful candidate you must agree to submit yourself and your family to the provisions of the medical and social screening conducted by the Canadian Forces Health Services Centre prior to you being officially offered employment as a CFMWS sponsored employee in, and being relocated to, OUTCAN Europe."

The successful candidate, sponsored by the Commanding Officer, selected to staff a position in OUTCAN (Europe) may be eligible for relocation benefits specifically outlined in HR POL 32, OUTCAN Relocation.

DEADLINE TO APPLY: September 20th, 11:59 Hours Central Berlin Time

START DATE

May 2027

INCLUSION AND ACCOMMODATION

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. If contacted in relation to a job opportunity or assessment, you should advise the recruitment team in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

To apply, scan the QR code which will take you to the application page.



Or click on the following URL: <https://ca01-apply.sabatalentlink.com/apply-app/pages/application-form?jobId=QDCFK026203F3VBQBL0LO8MBD-47796>

To view all opportunities:



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Do not see an opportunity that currently interests you? Visit www.cfmws.ca/careers and apply to our General Application.