PSP Coordinator Without Staff

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: 30.06 – 35.38 CAD Per Hour

LOCATION: Brussels, Belgium

POSITION TYPE: Temporary Part Time – Up to 26 Hours Per Week

THE ROLE

Under the direction of the Senior Manager PSP Europe, the PSP Coordinator Without Staff researches, promotes, plans, coordinates, supervises, and evaluates the details related to PSP events, trips, and recreation programs. They enhance the morale and well-being of the military

community by providing PSP services for Canadian Armed Forces (CAF) members, Department of National Defence (DND) and Non-Public Funds (NPF) employees, and their dependents. They Provide advice on the application of PSP and Non-Public Property (NPP) policies. They manage contracts with tour operators and trip suppliers. They Maintain PSP notice boards and advertise programs and upcoming events.

QUALIFICATIONS NEEDED

Education, Certifications and Licenses

College diploma in Recreation, Administration or a related field

OR

High School diploma AND some years of experience in recreational administration, or in a related field

Experience

In planning, organizing, and evaluating the operations and delivery of recreation and travel programs
In applying policies, procedures, regulations, and applicable legislation
In budget administration
In cash handling
In inventory control
In using software for word processing, spreadsheets, presentations, databases, e-mail, and Internet browsing

Competencies

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

LANGUAGE REQUIREMENTS

Bilingual (English and French) Essential

Reading: Functional

Writing: Functional

Oral: Functional

BENEFITS AVAILABLE

Health Benefits: Family Assistance Program and mental health support.

Work Life Balance: Paid/unpaid leave, including vacation pay, family related leave and personal days.

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

Perks: Discounts provided through CF One Member Appreciation.

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

OTHER INFORMATION

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

This position is open to dependents (Canadian citizens/permanent residents) of serving Canadian military members or Civilian component members accompanying the Force under the NATO SOFA.

In accordance with the CFMWS Flexible Work Options Policy, by presenting your candidacy for this role, you confirm that you meet these criteria.

All candidates are required to present, along with their resume, proof of their eligibility to work for CFMWS in Europe: mandatory SOFA stamp and any other required documentation, e.g., visa, recognizing their legal status to live and work within the host nation in Europe.

Please note, Canadian dependents who are incoming candidates can apply for this position provided that a copy of a sponsor's posting message or equivalent is included with the application; however, a SOFA stamp will be required prior to any formal offer/commencement of employment.

Reliability Security Clearance Required.

Application deadline: March 18, 2026 11:59pm Central Berlin Time

START DATE

May 18, 2026

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=QDCFK026203F3VBQBLOLO8MBD-41819

To view all opportunities:

CFMWS | MFS | OUTCAN Europe | CFMWS

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