



Military Family Services Children's Program Coordinator (Remote Position)

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: Remote - Open to all Dependents living in Europe

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

THE ROLE

Under the direction of the MFS Europe Manager, the Children's Program Coordinator develops, coordinates, delivers and evaluates programs directed towards the enhancement of the quality of life for Military families. They monitor, analyze, evaluate and recommend improvements to services, programs and resources regarding policy, standards, operation, design and implementation.

QUALIFICATIONS NEEDED

Education, Certifications and Licenses

College diploma or certificate in Social Science, Education or a related field AND several years of experience in family support, social services or a related field

Experience

In the delivery of family support services

In policy and program coordination

In project coordination

In budget administration

In managing databases

In developing website content

In data analysis

In coordinating training sessions, workshops, and taking meeting minutes

In drafting correspondence, presentations and other documents

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 Essential (English and French)

Reading: Functional

Writing: Functional

Oral: Functional

BENEFITS AVAILABLE

Health Benefits: Employee and 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.

OTHER INFORMATION

Please note that this remote position is open to all dependents living in Europe.

This Category II 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.

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.

Deadline to Apply: May 29th, 2026 11:59 pm Central Berlin Time

START DATE

As soon as possible

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-44731>

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.