

PMFRC Employment Opportunity

Employment Coach-Job Developer

Department	Employment Services
Location	Petawawa Military Family Resource Centre (PMFRC) <i>(Petawawa Ontario is in Eastern Ontario, 170 kilometers northwest of Ottawa)</i>
Position Type	▪ Indefinite Full-time Contract to start: September 2026 ▪ one (1) vacancy ▪ Health Benefits: life insurance, disability insurance and accidental death and dismemberment coverage. ▪ RRSP – 2% matching RRSP after one (1) year of employment ▪ Work/Life Balance – Paid Leave (vacation, family related, and sick leave).
Work Schedule	37.5 hours per week Monday – Friday 8:00 – 4:00 (Occasional Evenings will be required)
Salary	\$24.54-\$30.32
Immediate Supervisor	Employment Services Coordinator
Language Requirement	English Mandatory; French an Asset
Screening Requirement	Criminal Record & Vulnerable Sector Screening

Who We Are

The Petawawa Military Family Resource Centre (PMFRC) is a non-profit organization with the responsibility of addressing the needs of military families. We provide programs and services that support, engage, and advocate for military members and their families, addressing the unique challenges of military life. The PMFRC envisions a community of strong, capable, resilient Canadian Armed Forces families.

For more information on who we are, please visit us at [https://cfmws.ca/petawawa/petawawa-military-family-resource-centre-\(pmfrc\)](https://cfmws.ca/petawawa/petawawa-military-family-resource-centre-(pmfrc)).

The Role(s)

Under the direction of the Employment Services Coordinator, this position is responsible for developing and delivering employment workshops and employment support services. This includes the development of business partnerships, identifying new employment partners, and actively researching potential job opportunities for the Employment Services client base. Employment Services supports the people of Ontario, including all Canadian Armed Forces members, veterans, and their families. We have two offices, one located in Petawawa and one in Deep River. This position works out of the Petawawa and Deep River offices on a regular rotational basis. The role is also responsible for ensuring that program activities and services align with the PMFRC strategic plan.

Qualifications and Experience Requirements

- Bachelor's degree in Social Services, Human Resources, Employment Counselling, or a related field or
- College diploma in Social Services, Human Resources, Employment Counselling, or a related field or
- An equivalent combination of education, training, and/or experience
- Client assessment and case management
- All facets of job search and career development, including the ability to analyze training and development needs
- Experience working in not-for-profit organizations
- Measuring and analyzing service performance

- Strong facilitation skills and experience preparing and delivering workshops to small and medium-sized groups
- Effectively applying sales principles to generate job leads and secure employment opportunities for clients
- Placement experience supporting individuals with multiple barriers to employment (considered a strong asset)
- Preparing written reports and correspondence, and maintaining accurate records
- Networking with community resources
- Working within a multidisciplinary team
- Working with a diverse cross-section of the community including those with higher support needs and those from underrepresented groups

Certifications / Licences

The following certifications and licences are considered assets:

- CPR and First Aid
- Mental Health First Aid
- Training and/or education in career development theories or practices

Conditions of Employment

- Adhere to all PMFRC policies and procedures, including those related to privacy, code of conduct, and confidentiality
- Participate in and assist with special events as required
- Provide proof of any applicable registration with the respective regulatory body, where applicable
- Ability to provide a clear Criminal Record Check, obtain an Enhanced Reliability Security Clearance, and provide a Vulnerable Sector Screening (current within six months)
- Hold a valid driver's licence with access to a reliable vehicle for work-related travel, including appropriate driver's insurance
- Ability to travel within the County of Renfrew
- Demonstrated understanding of Canadian Armed Forces communities, systems, and policies to effectively support families in accessing appropriate services and resources

Posting Date: 24 August 2026

Closing Date: 07 September 2026

Potential Start Date: September 2026

If you wish to become a member of our team, please submit both a cover letter and resume in a Word or PDF format. Please include your daytime contact number and email address. Should you require accommodation during the selection process, please let the HR Generalist know.

For more information contact:

Administrative Assistant - HR

10-16 Regalbuto Ave, Petawawa ON K8H 1L3

HR-Recruitment@PetawawaMFRC.com

PMFRC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Job advertisements for positions that have been designated bilingual will be provided in both English and French. Positions that are not designated bilingual are not translated and are displayed in English only.

The information provided from this competition and the results from this competition may be used to fill other similar positions as a result of internal transitions, or other similar permanent or temporary short-term contracts. Your information and the results from this competition will be retained for the purpose of filling vacancies in accordance with the PMFRC Privacy Policy.

