



## PMFRC Employment Opportunity Programs & Evaluation Manager

Department	Programs Team
Location	Petawawa Military Family Resource Centre (PMFRC) (Petawawa Ontario is in Eastern Ontario, 170 kilometers northwest of Ottawa)
Position Type	<b>Permanent Contract</b> <ul style="list-style-type: none"><li>▪ Full Time Indefinite</li><li>▪ Benefits include 2% RRSP matching after first year of employment</li><li>▪ Paid vacation, Family leave and sick leave</li><li>▪ Health and dental benefits after 3 months</li></ul>
Work Schedule	<b>37.5 hours per week</b> Monday – Friday 8:00 – 4:00 (Occasional Evenings and weekends will be required) This is an on-site position with an assigned work location.
Salary	\$39.90-43.79/hour
Immediate Supervisor	Executive Director
Language Requirement	English Mandatory; French a Strong Asset
Screening Requirement	Enhanced Reliability, Criminal Record, Vulnerable Sector, IS Security Procurement

### 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 serve, involve, and advocate for our military community, its members and families, and address the unique military lifestyle challenges, resulting in an enhanced quality of 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 [PMFRC Website](#).

### The Role(s)

As a key member of the PMFRC's multi-disciplinary team, and reporting to the Executive Director, the **Programs Evaluation Manager** provides leadership and oversight for all program development, coordination, and delivery. This role ensures that programs align with the PMFRC Mission, Vision, and Strategic Priorities while remaining responsive to the evolving needs of military families.

The Programs Evaluation Manager ensures that feedback and evaluation findings are reflected in program planning, supports continuous improvement, and leads the direct program delivery departments. This position plays a key role in fostering collaboration, ensuring consistency in service delivery, and guiding program innovation through strong team leadership.

### Education / Qualifications

Bachelor's degree in Social Services, Mental Health, Human Services, or a related field, AND some years of experience in direct community service delivery.

OR

College Diploma in Social Services, Mental Health, Human Services, or a related field, AND several years of experience in direct community service delivery.

OR

A demonstrated equivalent combination of education, training and/or experience. This includes, but is not limited to, demonstrated military education, training, and experience.

## Certification / Licenses

### An Asset:

- Mental Health First Aid
- Suicide Intervention
- Crisis Intervention

## Knowledge Requirements

- Program development and evaluation principles
- Community-based and family support / family resource service delivery models
- Community and stakeholder engagement
- Strategic planning and implementation
- Risk management practices
- Classified record management and client file legislation
- Human resources management
- Canadian Armed Forces community, systems, and lifestyle

## Experience Requirements

- Planning and facilitating meetings, presentations, briefings, and training sessions
- Developing, delivering, and evaluating community programs
- Data collection, statistical analysis, and interpretation
- Preparing reports and documentation
- Applying policies, procedures, legislation, and regulations
- Project management
- Data and record-keeping systems and retrieval methods
- Building and maintaining community partnerships and professional networks
- Personnel administration
- Budget administration
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## Conditions of Employment

- Adherence to all PMFRC policies and procedures, including privacy and confidentiality requirements.
- Participation in special events as required.
- Proof of registration with a regulatory body, if applicable.
- Ability to provide a clear criminal record check, obtain an enhanced reliability security clearance, and vulnerable sector screening (current within 6 months).
- Valid driver's license and access to a reliable vehicle with appropriate insurance for work-related travel.
- Ability to travel within the County of Renfrew.
- Thorough understanding of Canadian Armed Forces communities, systems, and policies to effectively support families in accessing services.

**Posting Date:** 6 Jan 2026

**Closing Date:** 20 Jan 2026

**Potential Start Date:** Late February 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 Admin Assistant know.

For more information contact:

HR Admin Assistant

10-16 Regalbuto Ave, Petawawa ON, K8H 1L3

[HR-Recruitment@PetawawaMFRC.com](mailto: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, including 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.