

PMFRC Employment Opportunity

Military Family Navigator

Department	Programs Team
Location	Petawawa Military Family Resource Centre (PMFRC) <i>(Petawawa Ontario is in Eastern Ontario, 170 kilometers northwest of Ottawa)</i>
Position Type	▪ Military Family Navigator (1 Vacant position) ▪ Indefinite Full-time Contract to start: August 2026 ▪ 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	\$26.57-\$29.70
Immediate Supervisor	Military Family Community Advisor
Language Requirement	English Mandatory; French a Strong Asset
Screening Requirement	Criminal Record & Vulnerable Sector Screening, Reliability 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 Military Family Community Advisor, the Military Family Navigator works to establish a support network and develop pathways to service for military and veteran families throughout the Garrison Petawawa area. The Military Family Navigator is knowledgeable about, and builds relationships with, both military and civilian social service organizations. The role collaborates with a multidisciplinary team to provide support, coaching, and case management for military families as they navigate the challenges and transitions associated with the military lifestyle.

Qualifications and Experience Requirements

- Bachelor's degree in social services, Mental Health, Human Services, or a related field, and several 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
- An equivalent combination of education, training, and/or experience. This may include, but is not limited to, demonstrated military education, training, and experience.

Certifications / Licenses (Assets)

- CPR and First Aid
- Mental Health First Aid
- Life Coach Certification

Knowledge Requirements

- Community development principles
- Adult learning principles
- Family resource programs (local and national)
- Knowledge of information and referral service principles and practices
- Knowledge of the determinants of health and well-being
- Program planning
- Knowledge of the Canadian Armed Forces (CAF) community and lifestyle

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: 03 July 2026

Closing Date: 17 July 2026

Potential Start Date: August 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.

