



# Trenton Military Family Resource Centre (MFRC) Internal and External Job Posting

**POSITION:** Employment and Education Navigator  
**TYPE OF EMPLOYMENT:** 1.0 Full time (Unionized): Trenton Military Family Resource Center  
**RESPONSIBLE TO:** Program Manager/Employment and Education Specialist

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## Our Mission

Connecting and empowering our military community.

## Our Vision

Where our military community feels welcome and supported.

## General Position Overview

The Employment and Education Navigator will require a thorough understanding of the unique employment and education challenges faced by military families who are impacted by military family life. The Employment and Education Navigator will provide information, referrals, groups, navigational assistance and one on one education and employment support to spouses and family members of currently serving Canadian Armed Forces members, medically released members, Veterans and their families who are seeking employment and education opportunities.

**Hours of Work:** Hours of work are full-time, 37.5 hours per week based on the needs of the Trenton MFRC and may include evening/weekends.

**Compensation Range:** \$27.43/hr to \$31.03/hr

## This posting is for a vacant position

**Start Date:** To be discussed.

## Qualifications and Competencies

The Employment and Education Navigator will have:

- have a post-secondary degree/diploma from a recognized University/College in employment/career counselling, business administration, or relevant training and experience in providing employment and education support and services to clients; a CCDP designation will be considered an asset;
- have a minimum of two(2) years experience providing employment and education counseling and support;
- have a minimum of two(2) years experience in group facilitation of employment and education programs;
- have an in depth understanding of the unique employment and education challenges faced by the family of Canadian Armed Forces Members and Veterans;
- have training and/or experience in the principles of adult education;
- have a thorough understanding of MFRC. Military and Community Organizations and resources to appropriately provide referrals to services and supports for CAF families experiencing military related absences;
- be fluent in oral and written English, fluency in oral and written French will be considered an asset;
- have a high degree of interpersonal and communication skills;
- have the ability to manage change and work effectively in a multi-disciplinary team environment;
- be proficient in various computer applications and the ability to adapt to new applications as they become available;
- have an approved criminal reference check and a vulnerable sector screen.

If interested and qualified, please submit your resume to Kelly Briggs at [kelly.b@trentonmfr.ca](mailto:kelly.b@trentonmfr.ca), by May 1st, 2026  
cc: Rabia Stobbart, Alicia MacInnis

Posted: April 24th, 2026

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