



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

**POSITION:** Communication Specialist  
**TYPE OF EMPLOYMENT:** 1.0 FTE (Unionized)  
**RESPONSIBLE TO:** Community Engagement Supervisor

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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 Communications Specialist is responsible for the development and implementation of communication strategies aligned with the Trenton MFRC strategic plan and to educate the community on the unique aspects of a military family experience. This position develops, coordinates, and delivers social media communication, website content and marketing and branding strategies for internal program areas and the organization.

### Hours of Work

This is a full-time position at thirty-seven and a half (37.5) hours per week, and the hours of work are structured based on the needs of the organization.

**Start Date:** To be discussed.

**Salary Range:** \$27.43 – 31.03

### Qualifications and Competencies

The Communications Specialist will have:

- Have a post-secondary diploma/degree in Communications, Public Relations, Marketing, or equivalent from a recognized college/University.
- A minimum of two (2) years' experience in communications, public relations, marketing,
- Proficient in MS Office, Google Suite, Adobe Suite, content management systems, etc.
- Graphic design and/or videography skills considered an asset
- Experience working with special events and fundraising an asset.
- Exceptional communication skills and the demonstrated ability to compose press releases and prepare grant proposals.
- Have an exceptional understanding of the unique military life-style issues facing CAF and Veteran their families.
- Have a thorough understanding of MFRC, Military and community organizations
- Be fluent in oral and written English, fluency in French would be an asset.
- Have a high degree of interpersonal and communication skills.
- Have the ability to manage change and work effectively in a multi-disciplinary environment.
- Be proficient in various computer applications and can adapt to new applications as they become available
- Have an approved criminal reference check and vulnerable sector screen.

If interested and qualified, please submit your resume to Tanya Bown: [tanya.b@trentonmfrf.ca](mailto:tanya.b@trentonmfrf.ca), no later than October 16, 2026