



PMFRC Employment Opportunity

Administrative Assistant to the ED

Department	Management and Administrative Team
Location	Petawawa Military Family Resource Centre (PMFRC) <i>(Petawawa Ontario is in Eastern Ontario, 170 kilometers northwest of Ottawa)</i>
Position Type	Administrative Assistant to the ED <ul style="list-style-type: none">▪ Indefinite Full-time Contract to start May 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	\$20.48-\$24.05
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 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 Executive Director, the Administrative Assistant provides administrative and operational support to the Executive Director. This is a high-level Administrative Assistant position that serves as the primary point of contact for internal and external communications for the Executive Director and requires seamless interaction with a professional demeanor across a broad range of individuals, including members of the PMFRC's Leadership Team, Board members, dignitary visitors, and other community stakeholders.

In addition, the Administrative Assistant plans, coordinates, and participates in internal committees; records meeting minutes; and assembles information and logistical arrangements for various committees, working groups, and other meetings.

Qualifications

Grade 12 Diploma or equivalent

AND

Office Administration Training / Course

OR

A demonstrated equivalent combination of education, training and/or experience in supporting a senior executive or team

Experience Requirements

- In-office administration and records management
- Organizing meetings and schedules
- Drafting and distributing correspondence
- Preparing reports
- Coordinating and managing schedules, and preparing and organizing administrative and strategic materials
- Supporting meetings through agenda preparation and minute-taking

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: 14 April 2026

Closing Date: 28 April 2026

Potential Start Date: May 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.