

Military Family Navigator Permanent Full-Time Job Posting

The Halifax & Region Military Family Resource Centre (H&R MFRC) is a registered provincial charity governed by a board of directors. We provide programs and services to meet the needs of our military family community, assisting them as they navigate challenges of military life, such as relocation, transitions, and frequent separations related to deployment or training.

The Military Family Navigator position is part of a team of Navigators who are responsible for providing tailored individualized (person-centred) support, services and programs to military and veteran families based on a family's unique needs/situation and military lifestyle experience of relocation, absences, and transitions, considering different family personas. They assist families to navigate to services available within the MFRC, to informal peer support and to community agencies. This position provides outreach supports to military families, connecting with families where they are at in the community.

Key Responsibilities:

- Coordinate, implement, and facilitate programs/services.
- Connect and build relationships with military and veteran families.
- Facilitate in-school connection programs.
- Conduct warm-line check-ins.
- Provide internal and external referrals; warm handovers, and psychosocial support, in collaboration with CAF and community partners.
- Deliver psycho-education sessions related to military lifestyle challenges.
- Provide outreach and engagement with CAF and Veteran family community.

The successful applicant will be able to demonstrate:

- Self-directed to achieve outcomes.
- Public speaking, program delivery, and facilitation.
- Proficient knowledge of MS Office, including MS Teams and client service databases.
- Compassion and empathy.
- Conflict resolution skills; ability to de-escalate situations.
- Ability to collaborate, be flexible and responsive to a changing work environment with multiple departments.
- Superior verbal and written language and communication skills.
- Superior administration, organizational and data entry.
- Ability to foster relationships.
- Knowledge of military life and the Canadian Armed Forces.

Conditions of Employment:

- The ability to work in a fast-paced, ever-changing environment that is responsive to families.
- Willingness to work some weekends and/or evenings.
- Child Abuse Registry, Criminal Records Check & Vulnerable Sector Check
- Valid driver's license

Education and Experience:

- Post-secondary education is required in Child & Youth Studies, Community Development, Family Studies, Early Childhood Education or related education and experience.
- Extensive experience working with children, youth, parents and families.
- Three years' experience in program development, implementation and facilitation.
- Proficiency in French and English is preferred. (Preference may be given to bilingual candidates)

Position: Permanent Full-Time | **Hours:** 35 hours per week

Anticipated Start Date: November 2, 2026

Salary: \$52,000 - 56,000

Benefits: Employer-paid health and dental plan, paid vacation and sick time, RRSP matching plan, and professional development allowance.

Please forward a detailed resume by Oct. 6, 2026: employment@hrmfrc.ca

Note: We appreciate and thank you for your interest in working with our team at the Halifax & Region Military Family Resource Centre. Only candidates selected for an interview will be contacted.