



JOB POSTING

Lethbridge Community Outreach Coordinator (One Year Term)

Calgary Military Family Resource Centre (MFRC)

The Calgary Military Family Resource Centre (MFRC) supports Canadian Armed Forces members, veterans, and their families by providing programs, resources, and community connection.

We are seeking a **reliable, friendly, and community-minded individual** to serve as our **Lethbridge Community Outreach Coordinator**. This role provides a consistent MFRC presence during weekly parade nights at the Lethbridge Armoury

Position Details

- **Type:** Part-Time, One Year Term
- **Hours:** 12:00 pm – 8 pm, 7.5 hours per week (Wednesdays) (30-minute lunch unpaid)
- **Location:** Lethbridge Armoury
- **Start Date:** September 1, 2026
- **Candidate must be available to start with three full days of paid training onsite in Calgary Sept 1, 2, 3**

Key Responsibilities

Community Engagement

- Represent Calgary MFRC during Wednesday parade nights
- Create a welcoming and approachable presence for CAF members and families
- Share information about MFRC programs, services, and supports

Weekly Hospitality Setup

- Pick up a **pre-arranged food order** from a local vendor (no payment required)
- Transport and set up refreshments at the armoury
- Maintain a clean and welcoming space

Event Support (Occasional)

- Assist with events (e.g., family nights, appreciation events)
- Support setup and coordination

Communication

- Provide a brief weekly update to the Calgary MFRC team
- Share feedback, observations, and any emerging needs



What We Provide

- All food orders are **pre-arranged and paid for** by our Calgary team
- Materials and information for distribution
- Ongoing support and guidance
- A meaningful opportunity to support military and veteran families

Qualifications

- Strong interpersonal and communication skills
- Reliable, organized, and able to work independently
- Experience in customer service, community engagement, or similar roles is an asset
- Familiar with Lethbridge community support services
- Connection to the military community is an asset, but not required
- Access to reliable transportation for local travel
- Police Security Clearance required for employment

Compensation

- \$24/hour
- Hourly rate
- 7.5 hours per week, with occasional additional hours for events
- Occasional evening or weekends may be required

How to Apply

Please submit a brief resume and a short statement (2–3 sentences) outlining your interest in supporting military and veteran families to info@calgarymfrfc.ca