



Administrative Assistant, Health Promotion Full-Time

Comox Valley
Comox

Tuesday September 15, 2026

\$21 - \$25/ hour

Company: Canadian Forces Morale and Welfare Services

Website: <https://cfmws.ca/about-us/cfmws-careers>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

<https://cfmws.recruitmentplatform.com/details.html?jobId=47879&jobTitle=Administrative%20Assistant%2C%20Health%20Promotion&languageSelect=EN>

Attachment: [Administrative Assistant, Health Promotion \(1\).pdf](#)

Expiry Date:

Tuesday, September 29, 2026

Details:

START DATE Contract start date: 28 September 2026 Contract end date: 16 January 2028 Administrative Assistant, Health Promotion CFMWS – WHERE PURPOSE MEETS PASSION! At Canadian Forces Morale and Welfare Services (CFMWS), we're more than just a workplace; we're a proud community dedicated to supporting Canadian Armed Forces members, veterans and their families in their daily lives. We carefully curate and provide programs and services designed to meet their unique needs and enhance their mental, social, physical, financial and familial well-being. CFMWS employees deliver programs and services including recreation, sports and fitness programs, customized financial services, retail services, access to retail savings and discounts and offers family support and organizes charity events. Our success stems from living our values. Our employees care about their role in supporting Canadian Armed Forces members, veterans and their families and act with integrity in all they do. Thriving in our close-knit environment, we act as one team with one mission. We constantly seek new ideas and creative ways to deliver the best possible programs and services. As an employer, we offer a commitment to your health, wellness and growth. We provide a diverse range of roles across many locations and a career where you can make a meaningful impact. THE ROLE Under the supervision of the Manager, Health

Promotion, the Administrative Assistant (HPAA) provides administrative support for the implementation of local HealthPromotion (HP) programs and campaigns. The HPAA provides a welcoming first point of contact for clients, ensuring a professional and positive experience. They provide administrative and clerical support for the HP Manager, including data entry, word processing, photocopying, correspondence, document distribution, record maintenance, and follow-up actions. They schedule meetings and appointments, communicate with attendees, prepare agendas and minutes, and ensure administrative requirements are completed in a timely and professional manner. The HPAA supports the delivery of workshops, presentations, campaigns and special events by managing registrations, maintaining event calendars, ordering resources, scheduling facility bookings, arranging technical equipment, setting up event spaces and assisting participants as needed. They support daily operational needs through preparation of materials, organization and replenishment of supplies and maintenance of shared spaces and resources. They create and disseminate HP information through a variety of channels including website updates, visual displays and social media. Working independently and collaboratively, they liaise with colleagues locally and across Canada to support HP initiatives and identify opportunities to enhance services and processes. The successful candidate is highly organized, takes initiative, works confidently with minimal supervision and is able to build strong connections with colleagues, partners and clients. They have a strong attention to detail and use their creativity to be innovative. If you are passionate about supporting the health and wellness of the Canadian Armed Forces community and enjoy a role that combines administration, communication and hands-on involvement, this is the opportunity for you.

BENEFITS AVAILABLE

- **Health Benefits:** Drug coverage, healthcare spending account, virtual care (telemedicine), Employee and Family Assistance Program, mental health support, travel insurance, dental, vision, life insurance and disability insurance.
- **Work Life Balance:** Flexible work options and a wide range of paid/unpaid leave, including paid vacation, family related leave and personal days.
- **Retirement Planning:** A Defined Benefit Pension Plan and Group Savings Plans.
- **Learning and Development:** Tuition Reimbursement Program, online learning opportunities including a LinkedIn Learning subscription and second language training.
- **Perks:** Discounts through CF One Member Appreciation.
- **Explore all the benefits CFMWS offers by visiting:** <https://cfmws.ca/Benefits>

OTHER INFORMATION This is an on-site position with an

assigned work location. Interviews will be held on 16 September for successful shortlisted candidates. SALARY: 20.54 - 24.91 CAD Per Hour LOCATION: Comox, British Columbia REQUISITION NUMBER: CFMWS19331 INCLUSION AND ACCOMMODATION CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported.

Qualifications & Experience:

QUALIFICATIONS NEEDED • Education, Certifications and Licenses • High School diploma AND several years experience in administration or in a related field Experience • In office administration and records management • In making travel arrangements and travel claims • In invoice and order processing • In organizing meetings and schedules • In drafting and distributing correspondence • In the preparation of reports • In maintaining web ready graphics, and desktop publishing • In using computer software applications for word processing, spreadsheets, presentations, databases, e-mail, and Internet browsing Competencies • Client focus, organizational knowledge, communication, innovation, teamwork and leadership. LANGUAGE REQUIREMENTS • English Essential / Bilingual (English and French) an asset • Reading: Functional • Writing: Functional • Oral: Functional
