



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 Health Promotion (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.

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

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.

START DATE

Contract start date: 28 September 2026

Contract end date: 16 January 2028

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. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. If contacted in relation to a job opportunity or assessment, you should advise the recruitment team in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

To apply directly to this opportunity, scan this QR code which will take you to the application page.

To view all CFMWS opportunities and to learn more about us, scan this QR code which will take you to our career page.

