

EMPLOYMENT OPPORTUNITY

Community Wellbeing Coordinator **Full time, Permanent (28 hrs./week)**

We're seeking a dynamic, creative, and community-minded Community Wellbeing Coordinator to lead the development and delivery of adult learning programs and workplace wellness initiatives that promote mental health, connection, and resilience.

This role combines facilitation, curriculum design, and community partnership-building, offering the opportunity to create learning experiences that are practical, engaging, and responsive to community needs. From designing interactive workshops on stress management, emotional wellbeing, and communication, to collaborating with local partners on community wellness projects, this position is ideal for someone who is energized by innovation and impact.

You'll thrive in this role if you love variety, enjoy collaboration, and are at your best in a dynamic environment where ideas become action. We're looking for a big-picture thinker who brings both creativity and strong follow-through, someone who can inspire participation, build connections, and turn wellness education into meaningful community change.

Key Responsibilities

- Facilitate psychoeducational group programs such as CBT, DBT, EFT, Anger Management, and other skill-based workshops.
- Develop new adult education programming responsive to community needs, emerging mental health trends, and agency priorities.
- Coordinate and deliver workplace wellness sessions and professional development training for local organizations, businesses, and partner agencies.
- Collaborate with internal teams and community partners to co-design and promote accessible learning opportunities.
- Evaluate programs, track outcomes, and contribute to continuous quality improvement initiatives.
- Represent CFS at community tables, events, and partnership meetings.

Qualifications

- Master or Bachelor degree required in a related clinical discipline (e.g., MSW, M.A. Counselling, M.Ed. or M.A. Psychology)
- Membership with the Ontario College of Registered Psychotherapists of Ontario or the Ontario College of Social Workers and Social Service Workers is considered an asset
- Training and experience in group facilitation and adult education
- Working knowledge of relevant provincial legislation (e.g., Mental Health Act, Child and Family Services Act) pertaining to services provided by the agency
- Knowledge/experience working with evidence-based frameworks (e.g., CBT, DBT, Mindfulness)
- Experience working with, and extensive knowledge of local community service agencies
- Demonstrate diplomacy and negotiation skills in client and system advocacy
- Excellent interpersonal, oral, and written communication skills
- Proven ability to work as a team member

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- Demonstrated ability to exercise sound judgement and decision-making skills
- Proficiency with Microsoft Office programs, Internet research and database systems
- Ability to provide services in a second language (in addition to English) is an asset
- Valid driver's licence and access to a reliable vehicle

About CFS

CFS Counselling + Wellbeing (CFS) is an accredited registered Canadian charity providing inclusive counselling, psychotherapy, and psycho-educational wellness programming via a mixed in-person and virtual delivery model. CFS is committed to professional services that reduce emotional distress, enhance personal wellbeing, and strengthen relationships.

Programs are available to everyone living and working in Simcoe County and the District of Muskoka. We strive to be inclusive of people of all abilities, religion, cultures, sexual orientation, and gender identity.

A Workplace of Excellence

CFS has a 45+ year history of community service. We are a Living Wage employer and a member of Family Service Ontario. The CFS team is committed to ensuring everyone in our community has access to the highest standards of professional care in an inclusive, spacer space. We are proud that our clients consistently rate their satisfaction with our services at higher than 95%.

In a recent community consultation of our most engaged stakeholders – including staff, 91% gave us 4 or 5 stars (out of 5) for excellence in engagement.

As a full-time member of our staff, you will benefit from:

- Family-friendly policies and flexible work arrangements
- A focus on employee well-being with paid staff appreciation and retreat days
- Annual budgets for paid professional development and education opportunities
- Vacation and paid sick-day entitlements well above industry average
- Defined benefit pension and health plans similar to public sector plans

Interested?

If you're qualified and interested in joining our great team, we're interested in learning more about you.

Please submit cover letter and résumé by October 24th, 2025, at 5 p.m. to:

Amanda Fellows, Community Programs Manager
afellows@cfssc.ca

We thank everyone for their application, however, only those selected for an interview will be contacted. Should you require accommodation at any point in the application process, please let us know.

