

Position:	Summer Position – Admin Assistant	Hours:	35 hours/week Flexibility is required
File No.:	FACSFLA-2223-76	Number of Positions:	1
Employment Type:	Full-time Contract (12 weeks/position)	Location:	817 Division Street, Kingston ON
Date Posted:	February 21, 2023	Closing Date:	March 07, 2023

Tasks and Responsibilities:

- Project: Updating forms and template letters (main role)
- Assisting with Reception and Administrative Support Duties (occasional)

Required Qualifications:

- Currently enrolled in an Admin-related College Program or High School graduation with proof of entering into an Admin-related College Program in the fall of 2023.
- Intermediate knowledge of Microsoft Office Suite, in particular Microsoft Word, Excel and Outlook
- Intermediate to advanced knowledge of working in Adobe Pro
- Criminal Reference Check
- Proficiency in French would be considered an asset
- Due to subsidy requirements, **applicants must be between the ages of 18 – 30**

Please note that this position is pending funding from Government of Canada.

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: recruitment@facsfla.ca by **March 07, 2023**.
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.
- When applying for multiple positions, please submit a separate application for each position following the above instructions.

For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](http://www.facsfla.ca)

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. We strongly encourage applications from all qualified individuals from equity seeking groups including but not limited to African Canadian, Indigenous, people with disabilities, LGBTQ2S+ communities to apply.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca.

FACSFLA is committed to a candidate selection process and work environment that is inclusive and barrier free. In order to ensure candidates are assessed in a fair and equitable manner, accommodations will be provided to prospective employees in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) [<https://www.facsfla.ca/about/accessibility>] and the Ontario Human Rights Code.

While we appreciate all applications, only those selected for an interview will be contacted. We thank all applicants for their interest in FACSFLA and for applying.

NOTE: We are a scent-free workplace.