

<b>Position:</b>	Summer Position – Communications Services Assistant	<b>Hours:</b>	35 hours/week Flexibility is required
<b>File No.:</b>	FACSFLA-2223-77	<b>Number of Positions:</b>	1
<b>Employment Type:</b>	Full-time Contract (8 weeks)	<b>Location:</b>	817 Division Street, Kingston ON
<b>Date Posted:</b>	February 21, 2023	<b>Closing Date:</b>	<b>March 07, 2023</b>

### Job Summary:

Assist the Community Relations Department with updates to data base, social media posts, recruitment of volunteers, registration of summer camps, file required documents and assist in planning for future initiatives.

### Tasks and Responsibilities:

- Create social media and communications posts online
- Maintain and update database of summer camps and other summer recreation and activities for children (16 and under) whose families are involved with FACSFLA
- Liaise with Family Service Workers to collect information on families and children to match children with appropriate summer recreation
- Contact camp directors or designates to make referrals to summer recreation programs (camps, skill development programs, etc.) on behalf of families involved with FACSFLA
- Assist with Comfort bag supplies and restocking
- Assist with pre-planning for Tree of Hope
- Assist with promotion of FACSFLA in the community
- Assist with recruitment of volunteers in the community
- Assist with administrative tasks related to Marketing and Communications
- Assist with Drive Scheduling as needed
- Other duties to assist Communications Services as required

### Required Qualifications:

- High School Diploma
- Excellent communication skills both in writing and verbally
- Excellent organizational and planning skills
- Proficiency in Windows environment using Microsoft Office Suite and – ability to learn/use database software
- Ability to effectively respond to crisis situations to ensure child safety
- Flexible hours of work may be required
- Criminal Reference Check and Vulnerable Sectors Check
- Proficiency in English and French would be considered an asset
- 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](mailto: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.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

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](mailto: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.