

Position:	Summer Position – Human Resources Assistant	Hours:	35 hours/week Flexibility is required
File No.:	FACSFLA-2223-78	Number of Positions:	2
Employment Type:	Full-time Contract (14 weeks)	Location:	817 Division Street, Kingston ON
Date Posted:	February 21, 2023	Closing Date:	March 07, 2023

Job Summary:

Assist the Human Resources Department with updates to data base, onboarding, recruitment, file required documents and assist in planning for future initiatives.

Tasks and Responsibilities:

- Assist with recruitment activities
- Assist in short term and long term disability management activities
- Assist with annual employee recognition event
- Input and maintain data in the Employee Information Database and the HR Records Database
- Schedule meetings, prepare agendas, take minutes
- Support internal HR initiatives, as needed

Required Qualifications:

- Minimum 1 year of post-secondary education in Human Resources or other related Program
- 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 these positions are 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.
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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.

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.