

Position:	Summer Position – Human Resources Assistant	Hours:	35 hours/week
File No.:	FACSFLACSJ-2324-02	Compensation:	\$20.60/hr
Employment Type:	Full-time Contract (16 weeks)	Number of Positions:	2
Date Posted:	January 24 th 2024	Location:	817 Division Street, Kingston ON
		Closing Date:	February 4 th 2024

Tasks and Responsibilities:

- 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 Qualification:

- Possess or involvement in Human Resources Management Diploma/Degree programs
- Ability to work in a team environment
- Excellent organization, planning and writing skills
- Excellent communication and problem-solving skills
- Proficiency in Windows environment using Microsoft Office Suite
- Criminal Reference Check
- Due to subsidy requirements, must be between the ages of 18 - 30
- Proficiency in French would be considered an asset

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 **February 4th, 2024.**
 - 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 takes into account 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.