

# Human Resources Assistant-Policy Administration – Summer Position

**FACSFLA-2526-24**

We uphold our responsibility to a community-wide vision of belonging, safety and well-being for children and young people within family, community and culture.

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**Employment Type: Full-Time Temporary**

**Duration: To be confirmed**

**Location: Kingston**

**Anticipated Start Date: April 20, 2026**

**Schedule: N/A**

**Hours of Work: 8.30am to 4.30pm**

**Hours Per Week: 35**

**Available Positions: 1**

**Salary Range: \$22.00 per hour**

**Posting Date: February 5, 2026**

**Internal Closing Date: N/A**

**External Closing Date: February 19, 2026**

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**Please note that these positions are pending funding from Government of Canada.**

## **Job Summary:**

The Policy Administration Summer Student will support Family and Children's Services of Frontenac, Lennox and Addington (FACSFLA) in maintaining clear, current, and effective organizational policies. The student will assist in reviewing, editing, and updating existing policies; identifying outdated materials; and preparing revised or consolidated documents that help ensure consistent practice across the agency. This role contributes to the organization's commitment to quality service, accountability, and compliance with legislative and sector standards.

## **Key Responsibilities:**

- Review existing FACSFLA policies for clarity, accuracy, and alignment with current standards and legislation.
- Assist in drafting and formatting updated or new policies.
- Identify outdated or redundant policies and support the archiving or removal process.

- Consolidate and merge policies where appropriate to improve usability and clarity.
- Maintain organized digital records of policy revisions, updates, and archived materials.
- Support internal communication regarding policy changes (e.g., summaries, version tracking, update logs).
- Collaborate with supervisors and program leads to gather information and incorporate feedback.

**Qualifications:**

- Current post-secondary student in a relevant field (e.g., social sciences, public administration, law, communications, or related).
- Strong writing, editing, and organizational skills.
- Ability to work independently, manage deadlines, and maintain attention to detail.
- Comfort working with confidential information in a professional and ethical manner.
- Proficiency with Microsoft Office and document management tools is an asset.
- **Applicants must be between the ages of 18 – 30**

**What This Role Offers:**

- Experience working within a child welfare organization committed to strengthening families and protecting children.
- Insight into policy development, compliance processes, and organizational governance.
- Practical experience in research, documentation, and policy writing within a social services setting.

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**How to Apply:**

- Email your resume and cover letter to the People and Culture team at [RECRUITMENT@FACSFLA.CA](mailto:RECRUITMENT@FACSFLA.CA)**
- Include the Competition File Number AND Job Title in the Subject Line**

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***We thank all applicants for their interest, however, only those selected for an interview will be contacted.***

**Equity, Diversity and Inclusion**

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. In support of our Strategic Priorities, we are seeking members who reflect diverse identities, lived experiences and perspectives to assist the organization in reflecting the community we serve. This is consistent with our obligation under the Ontario Human Rights Code to ensure that our hiring practices remain equitable to candidates from groups protected by the prohibited grounds under the Code.

**Accommodation**

The Agency will provide support in its recruitment processes for applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require

accommodations during the interview process, please contact a member of the People and Culture team at [recruitment@facsfla.ca](mailto:recruitment@facsfla.ca)

To learn more about FACSFLA, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

