

Administrative Support – Summer Position

FACSFLA-2526-26

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.

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: \$22.20 per hour

Posting Date: February 5, 2026

Internal Closing Date: N/A

External Closing Date: February 19, 2026

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

Job Summary:

The Summer Student – Administrative Support position offers an opportunity to gain hands-on experience in a professional office environment while contributing to the daily operations of the team. In this role, the student will support various administrative functions, including working with filing, documentation handling, and data entry. The successful candidate will learn to work with both physical and electronic file management systems, gain exposure to important organizational documents such as insurance records and correspondence, and develop proficiency with key software tools including Microsoft Office, Content Server, and Child Protection Information Network (CPIN). This position also provides valuable insight into working effectively as part of a collaborative, well-functioning team.

Required Qualification:

- Current post-secondary student in a relevant field (e.g., social sciences, public administration, records management, communications, or related).

- Strong writing, editing, and organizational skills.
- Good communication, customer service skills, and a positive attitude toward learning
- Ability to work collaboratively as part of a team while maintaining professionalism and attention to detail.
- Comfortable 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**

How to Apply:

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

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

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

