

Legal Assistant – Summer Position

FACSFLA-2526-28

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:

This role supports legal work through research, drafting documents, and preparing case materials, while coordinating communication and organizing trial resources. It offers hands-on experience in legal procedures, teamwork, and the integration of equity and Indigenous principles in practice.

Tasks and Responsibilities:

- Contribute to legal research, drafting documents, and preparing case materials
- Assisting in gathering information, scheduling appointments, and maintaining communications channels
- Assist in organizing trial exhibits, preparing witnesses, and understanding the dynamics of legal proceedings firsthand
- Assist in preparing briefs, memos, and other legal documents under supervision
- Collaborate within a legal team, learning from experienced professionals and gaining insight into teamwork dynamics

- Experience the integration of equity and indigenous principles and values in various aspects of the workplace

Required Qualification:

- Second year law student.
- Very strong legal analytical abilities, and an interest in supporting the work that our agency does.
- Possess excellent verbal and written skills, as well as strong analytical and time management skills.
- Ability to work as a team player
- Familiarity with and interest in family law, child protection law, relevant federal legislation and litigation and criminal law as it pertains to our work with children and youth
- Proficiency in Windows environment using Microsoft Office Suite
- Criminal Reference Check and Vulnerable Sectors Check
- Knowledge of the Child, Youth and Family Services Act and Ministry standards and guidelines is an asset
- Proficiency in French would be considered an asset
- Due to subsidy requirements, 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](#)

