



**KINGSTON LITERACY & SKILLS (KL&S)**  
**Language Instruction for Newcomers to Canada (LINC)**  
**Early Childhood Educator Assistant Part-time 16 hours a week**

KL&S is a non-profit community organization providing a supportive learning environment for newcomers to Canada of all backgrounds. KL&S is an approved LINC (Language Instruction for Newcomers to Canada) provider which is a vital part in settlement and integration of newcomers to Canada. Offered alongside LINC is the Care for Newcomer children (CNC) program.

CNC ECE Assistant provides support to RECE staff in ensuring that quality care and safety is provided to children participating in the CNC program. Guide and assist children in the development of proper eating, dressing and toilet habits. Prepare snacks and arrange rooms or furniture for lunch and rest time. Reporting to the CNC Coordinator, ECE Assistant support the Care for Newcomer Children (CNC) program. The CNC ECE Assistant will provide quality childcare to children of diverse backgrounds, while their parents are receiving language and settlement services for either short or long-term.

**QUALIFICATIONS:**

- A minimum of at least one year's work experience in childcare setting.
- Must have a current standard First Aid/CPR C certification.
- Current Health assessment including immunization and proof of Tuberculosis status
- Clean mandatory Vulnerable Sector Screening – Police Reference Check prior to starting. (completed within the last 6 months original copy)
- A second language or culture is an asset.
- Safe Food Handling Certificate or willing to get
- Sensitive to cultural, linguistic and religious diversity
- Understanding and awareness of settlement issues and the concerns of newcomer children and parents.
- Physically able to perform the work including possible lifting of children up to 25 kg (or 55 lbs.)

**Considered an Asset:**

- Bilingualism, particularly in Arabic, Spanish, Dari, Farsi, Swahili, or Mandarin
- Current Safe Food Handling Certification
- Diploma in Early Childhood Education (ECE) or equivalent combination of ECE courses and work experience in a childcare setting will be considered

This is a new position. Salary: \$19.00 per hour 16 hours a week

This is a Monday – Thursday position 4 hours/day with a half hour unpaid lunch break. Normal hours of work are 10:30 am to 2:30 pm.

Interested candidates should submit a **resume and cover letter** by 4:00pm on Tuesday, April 21st, 2026, to:

Megan McMonagle  
Operations Manager/HR  
[mmcmonagle@klsread.ca](mailto:mmcmonagle@klsread.ca)  
Website: [www.klsread.ca](http://www.klsread.ca)

KL&S hires based on merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

If you are contacted to participate in the recruitment, selection and/or assessment process, please advise the interview coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process. Alternate formats will be provided upon request throughout the recruitment and selection process. If you require accommodation to participate as a candidate in the recruitment.

Thank you to all applicants for their interest in KL&S. However, only those selected for an interview will be contacted.