



**KINGSTON LITERACY & SKILLS (KL&S)**  
**Administrative Assistant**  
**Part-time, Contract**

Kingston Literacy & Skills (KL&S) is a non-profit community organization. With professional, knowledgeable staff and dedicated volunteers, we deliver English language classes, Essential Skills training, and a variety of free workshops and programs that help adults in Kingston reach their goals in employment, settlement, education, and independence.

Do you have a passion for education and for supporting others to achieve their goals? Do you have entry-level office administration and customer service experience, and want to build your career skills? If you want to work with a great team that strives to empower lives through learning, then consider a position with KL&S.

As an Administrative Assistant you are responsible to:

- Provide front-line customer service to clients, volunteers, and visitors at KL&S, and support the day-to-day success and efficient operation of a busy office environment
- Support newcomer and adult education programs through clerical and administrative activities including managing room reservations, supply inventory, receiving, responding to inquiries, and preparing materials and supplies as needed
- Help maintain a safe and healthy workspace, and contribute to creating a welcoming environment and inclusive workplace culture
- Respect the diversity and needs of adult learners and show commitment to helping others reach their goals

**QUALIFICATIONS:**

The following are **required** for the Clerical Assistant position:

- Strong communication, problem-solving, customer service and cultural sensitivity
- Previous experience in a role that requires attention to detail, organizational skills, working with sensitive information, and managing multiple tasks and competing priorities
- Ability to keep calm and work effectively in busy or stressful situations
- Previous success applying a high level of confidentiality and a judgement-free outlook in order to support vulnerable individuals
- Demonstrated digital literacy skills, including: using Microsoft Office Suite (especially Outlook); proficiency with social media applications and Canva; managing digital files; and using the internet and A.I. effectively to find information
- Ability to complete tasks that require light physical work, lifting up to 20lbs, and working with cleaning equipment and products
- An OSSD or Grade 12 completion or equivalent is preferred; significant previous Clerical or Office Administration experience may be considered in lieu of completed education
- Minimum of 6 months of previous experience working in an office or customer service environment
- Current legal entitlement to work in Canada and demonstrated strong English language skills (minimum CLB 6 or higher for non-native English speakers)
- Acceptable Criminal Records Check (CPIC) with Vulnerable Sector

The following are an **asset** for the Administrative Assistant position:

- Previous success engaging with others who have limited English language skills
- A post-secondary degree or diploma in Office Administration, Office Management, or equivalent combination of education and experience
- Experience working with diverse clients, refugees, workforce development, and/or marginalized/at-risk communities
- Bilingual (speaking/listening) proficiency in any additional language

Starting Date: May 4, 2026

Term: Ending March 31, 2027. Extension of this position under a new contract term is possible based on performance and funding.

Hours and Salary: 16 hours/week @ \$19.00/hour + 4% vacation, paid sick leave and paid holiday closure. Monday through Thursday, 8:30am-12:30pm. Additional casual hours may be available.

This is an in-person position located in Kingston, Ontario.

**Website:** [www.klsread.ca](http://www.klsread.ca)

KL&S encourages applications from qualified people of all backgrounds, including women, members of visible minorities, Indigenous peoples, and persons with disabilities.

KL&S is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, KL&S will endeavor to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the KL&S upon scheduling your interview.

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