



KINGSTON LITERACY & SKILLS (KL&S)

Administrative Assistant

KL&S is a non-profit community organization. With professional, knowledgeable staff and dedicated volunteers, we deliver literacy upgrading and workforce preparation programming to adults and families in Kingston and surrounding communities. KL&S is also proud to be a provider for Language Instruction for Newcomers to Canada (LINC).

Do you enjoy working with people from diverse backgrounds? If you want to work with a great team that strive to empower lives through literacy and language then consider a career with KL&S.

The Administrative Assistant is the first point of contact for KL&S, providing administrative support across the organization while maintaining an efficient office environment. The Administrative Assistant is responsible for greeting guests who visit KL&S and coordinating front desk activities in a timely and accurate manner to ensure a positive and welcoming environment for visitors, guests and learners. This role is responsible for creating promotional initiatives based on current trends, answering inquiries via phone-email-website-social media, providing front-line communication, managing agency calendars, maintaining various outreach tasks, and supporting the greater administration team. Provide day-to-day accounting and filing support to the Bookkeeper. This position requires the ability to set up/take down room set up and move light furniture and A/V equipment. Opening and closing of site.

QUALIFICATIONS:

- Must have post-secondary education in office administration, office management or equivalent combination of education and experience.
- Minimum of 3 years general office experience that includes reception and data entry functions or other related experience.
- Basic accounting knowledge
- Competency in social media and other media platforms.
- Ability to foster positive relationships with learners, volunteers, staff and community partners.
- Experience working with diverse clients, refugees, workforce development, and/or marginalized/at-risk communities preferred.
- Acceptable Criminal Record Check (CPIC) required including a Vulnerable Sector check.
- Excellent English written, oral and electronic communication skills. Bi-lingual (speaking/listening) proficiency in French or Arabic would be an asset.
- Demonstrated proficiency in MS Office Suite, Outlook, and social media platforms required. Experience with design and web applications (ex: Canva, Adobe, Wix, etc) would be an asset.
- Excellent interpersonal, customer service and public relations skills.
- Attention to detail and accuracy, organizational and time-management skills, and ability to maintain focus despite frequent interruptions.
- Ability to lift and move up to 20 lbs.

Hours of work 30 hour/week

Rate of pay: \$19.05 plus benefit plan

How to Apply:

Interested candidates can submit a cover letter and resume by January 26, 2023 to: Sharen McDowall, Human Resources Manager:

Email: smcdowall@klsread.ca
Website: www.klsread.ca

KL&S hires on the basis of 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 in order 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.