

Job Posting: Administrative Assistant
Full-time permanent, bilingualism required

POSTING #: KC-2024-001

Kemptville Campus Education and Community Centre is a non-profit organization dedicated to realizing the full potential of our extraordinary, historic, publicly owned campus, offering a welcoming and sustainable working, learning and recreational environment for people from all regions of Eastern Ontario.

Located in the Municipality of North Grenville, the campus covers almost 630 acres of land, including forests, wetlands, trails, farmland, and a “village” of buildings, soccer fields, and other recreational facilities. It is home to two dozen organizations including 3 schools, 3 daycares, a sugar bush, beehives, researchers and growers in our greenhouse, a community garden, and a catering business. We partner with campus schools to offer apprenticeship training and other educational opportunities, and we are working on a range of initiatives to support the local food and farming ecosystem, building on the campus’s long agricultural and food heritage.

Application:

The Kemptville Campus is seeking to fill the permanent, full-time position of Administrative Assistant. Interested applicants may submit a cover letter and resume outlining their qualifications in confidence to the Executive Director at Lsutherland@kemptvillecampus.ca by 4 p.m. on **Thursday, February 15, 2023**.

Please quote posting no. KC-2024-001.

Responsibilities:

Reporting to the Executive Director and following Kemptville Campus policies, the position is responsible for providing administrative support, supporting monthly Board meetings, responding to inquiries from tenants and visitors, managing correspondence and calendars, grant reporting, Campus tours, and event booking/short-term rental customer service.

Essential qualifications:

- Strong customer service orientation.
- Computer literacy in a Microsoft environment.
- Strong interpersonal skills including excellent written and oral communication skills.
- Strong organizational skills.
- High school diploma.
- Reliable transportation.
- Successful criminal record check.
- **Fluency in both English and French is essential.**

Asset qualifications:

- Some post-secondary training in Business Administration or a related field.
- Experience in property management or leasing/tenant relations.

- Experience working with grant portals and program activity reports.
- Experience in customer service or event planning.

Working Conditions:

- Office environment (on-site).
- Regular business hours (Monday to Friday, 8:30 am to 4:30 pm). *Participation in an evening Board meeting (5 to 8 pm) is required once a month (with a later start time on those days).*

What we offer:

- Salary range \$45,000 to \$50,000 annual.
- OMERS defined-benefit pension plan.
- Extended health benefits following completion of three-month probationary period.
- 35-hour work-week.
- A beautiful, park-like setting to enjoy with heritage buildings, trails, greenhouses, and mature trees.
- A small, friendly, and growing team (currently seven staff plus two independent contractors and a dedicated team of Board members).
- For the right candidate, an opportunity to “grow with the role.”

We thank all candidates for applying; only those selected for an interview will be contacted.

Kemptville Campus is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (AODA) and any other applicable legislation throughout all stages of the recruitment and selection process.