Campus de KEMPTVILLE Campus
Education and Community Centre
Centre éducatif et communautaire
3rd Floor/3ème étage, Pavillon Parish Hall
40 Campus Drive
Kemptville, Ontario K0G 1J0
KemptvilleCampus.ca

Job Posting: Facilities Assistant
Full-time, permanent role (35 hours/week, including evenings/weekends)

POSTING #: KC-2026-02

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

Located in North Grenville, the campus covers over 600 acres of land, including forests, wetlands, trails, farmland, and a "village" of buildings, soccer fields, and other recreational facilities. It is home to dozens of organizations including schools, daycares, a sugar bush, beehives, a greenhouse, a community garden, and a catering business. We partner with schools to offer apprenticeship training and other educational opportunities

Application:

Kemptville Campus is seeking to fill the permanent, full-time position of Facilities Assistant. Interested applicants may submit a cover letter and resume outlining their qualifications in confidence to the Executive Director at ahillis@kemptvillecampus.ca by **4 p.m. on Friday, November 20, 2026.**

Reporting to the Facilities Manager and adhering to Kemptville Campus policies and procedures, the position is responsible for assisting with the upkeep of Kemptville Campus facilities and supporting events and activities on campus after normal business hours.

Responsibilities:

- **Facilities Maintenance:** Basic maintenance on Campus buildings and property, conducting safety checks, and ensuring functionality and tidiness for Campus users. Investigating alarm triggers, extreme weather events, equipment failures, power outages, security concerns, etc., and taking action as directed by the Facilities Manager.

- **Facilities renewal:** Moving equipment as directed (some heavy lifting). Supporting energy efficiency through e.g., caulking, weatherstripping, and installing LED light bulbs. Painting walls, trim, doors, signage, etc.

- **Tenant and community relations/client service:** Set up and tear down for evening/weekend events, locking and unlocking doors as required for tenants and community members, including audio-visual equipment set-up and troubleshooting technical issues. Providing excellent customer service, presenting a positive image for Campus, and supporting a safe and respectful workplace.

Qualifications:

The position will require:

- Six months' related work experience (including any volunteer work and co-operative education relevant to the position)
- Secondary School Graduation Diploma or equivalent education and training
- Valid and in good standing Class G driver's license
- Basic building maintenance and repair abilities
- Basic understanding of computers and audio-visual equipment
- Physically fit to perform the essential duties of the job, including ability to lift 75 lbs.
- Demonstrated ability to work independently and reliably
- Commitment to Workplace Health and Safety
- Willingness to undergo a satisfactory Police Records Check Level 3 (Vulnerable Sector)
- Strong customer service skills and a commitment to respectful relations with diverse community members

<u>Asset (preferred) Qualifications:</u>

- Standard First Aid and Level "C" CPR certification, including defibrillator training
- WHMIS training
- Ability to speak French is an asset

What we offer:

- $50,000 salary
- OMERS defined benefit pension plan
- Extended health benefits
- 3 weeks' annual vacation
- 35 hours per week, including evenings/weekends, with some flexibility in hours.
- A beautiful, park-like setting to maintain, take pride in, and enjoy.
- A small but friendly team (currently seven staff plus two independent contractors and a dedicated board of directors) working together to fulfill our mission to build a thriving education and community centre.
- 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.