

Job Posting: Facilities Assistant

Full-time, permanent role (35 hours/week, including evenings/weekends)

POSTING #: KC-2024-004

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 Tuesday, February 20, 2024.**

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:

- Four 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 computer 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
- 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

Asset (preferred) Qualifications:

- Standard First Aid and Level "C" CPR certification, including defibrillator training
- WHMIS training

What we offer:

- \$40,000 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 and growing team (currently seven staff plus two independent contractors and a dedicated team of board members) working to fulfill our Campus' mission and 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.