



Inspiring all girls
to be strong,
smart, and bold

**GIRLS
INCORPORATED**
of Limestone,
Algonquin, and
Lakeshore



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United Way

Hastings &
Prince Edward

Kingston, Frontenac
Lennox & Addington

Girls Inc. Employment Opportunity Administrative Assistant

Girls Inc. Limestone inspires all girls to be strong, smart, and bold by delivering dynamic, life-changing programs in Frontenac, Lennox and Addington, Hastings, and Prince Edward counties. More information about Girls Inc. can be found on our website at www.girlsinclimestone.ca.

We are currently accepting applications for an **Administrative Assistant** to work 30 hours per week, starting as soon as possible.

Under the supervision of the Operations Manager, the successful candidate will provide ongoing administrative support to the CEO, Operations Manager, and Program Manager. Tasks will include coordinating activities and meetings, documenting meetings, purchasing, program and accounting data entry, writing emails, letters, and reports, running errands and other related activities.

Qualifications and Experience:

- Administrative experience and advanced use of Microsoft Office including Word, Excel, Access, Outlook, and PowerPoint is required.
- The ability to work independently, pay attention to detail, and manage multiple tasks with excellent time management skills is essential.
- Above-average verbal and written communication skills are required.
- Successful completion of a CPIC, including vulnerable sector check is mandatory.
- Telephone and reliable internet connection are required.
- Valid driver's licence and access to a car are required.
- Post-secondary education in a related field is an asset.
- Bookkeeping experience and familiarity with general accounting principles is an asset.

How to Apply:

Please do not mail or deliver printed applications. Send your cover letter and resume that communicates your suitability for this position to Cynthia Posadowski, Operations Manager at cynthiaposadowski@girlsinclimestone.ca.

Applications will be reviewed and considered as they are received. The position will remain open until filled. We wish to thank all applicants for their interest in supporting the work of Girls Inc. in our community! Please note that only those individuals selected for an interview will be contacted.

Girls Inc. Limestone is committed to diversity, equity, inclusion and justice. We encourage members of designated groups to apply and self-identify.

Girls Inc. Limestone welcomes all girls regardless of their assigned sex at birth. This includes those who are exploring their gender identity or expression during their time at Girls Inc. For more information, please see our [Human Resources Policy Statement](#) and the [Girls Inc. National Position Statement on Gender Identity](#).