



Rural Frontenac Community Services

Job Posting Tellegacy Program Assistant

Position: Contract

Hours: 7 hours a week to meet the program needs

Rate of pay: \$21.50

Major Responsibilities

1. Support and assist volunteers and older adults involved in the program
2. Assist with Tellegacy program development and administrative tasks
3. Participate as a CSS and agency team member

Qualifications and Skills

- Experience working with Volunteers
- Experience working with older adults an asset
- Understanding of rural living
- Knowledge of Rural Frontenac area
- Strong communication and problem-solving skills
- Attention to detail
- Creative and proficient with computers
- Able to multi-task and prioritize in a timely manner

Requirements

- Current driver's license
- Criminal Reference Check

Apply by Monday, March 23, 2026 at 4pm.

Please submit a cover letter and resume to laurah@rfcs.ca
or drop off at 1109 Elizabeth Street, Sharbot Lake.

RFCS is committed to inclusive recruitment and hiring practices in line with Ontario's Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our goal is to attract, employ, guide, and retain a diverse workforce, addressing the needs of marginalized groups, including women, members of the LGBTQ2S+ community, newcomers, racialized individuals, people with disabilities, Indigenous people, and all visible minorities. We welcome all applicants, recognizing that diversity enhances our workplace and our mission of unity in diversity.