



Position Title: Summer Student – Administrative Facilities Support Officer
Competition file number: 2026.04.17 -SS Administrative Facilities Support Officer
Department: Facilities
Reports to: Facilities Manager
Job type: Contract
Hours of work: 37.5 hours / week (ending August 31, 2026)
Location: In Person - Providence Village, 1200 Princess St., Kingston, Ontario
Compensation: \$17.60/hour plus 4% in lieu of vacation
Closing date: When filled or May 15, 2026 (Summer -seasonal)

Summer Student – Administrative Facilities Support Officer

The Administrative Facilities Support Officer summer student provides administrative and operational support within our facilities team providing support with security, tenant services, project coordination and health & safety functions. This role assists with documenting and updating processes, organizing records and inventories, supporting preventive maintenance planning, and maintaining accurate logs and files. The position also contributes to health and safety compliance by updating forms, inspection checklists, safety binders, and noticeboard postings to ensure information is current, accurate, and well-organized.

About PVI

Providence Village is an independent not-for-profit charitable organization that is building a community hub. Providence Village supports the retirement living and care of the Sisters in residence, and is developing the buildings and grounds to realize the vision of a neighbourhood of people helping people.

Providence Village is both a home and a welcoming community where our partners provide complementary care and services to support the health and wellness needs of people living in Kingston, Frontenac, Lennox and Addington access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

What We Offer

At Providence Village, you'll be part of a mission-driven workplace where your work makes a meaningful impact in our community. Our values of compassion, integrity, inclusion, stewardship and collaboration guide everything we do, from establishing partnerships to developing employees.

Our team is committed to driving positive change in the community we serve.

- We believe that an equitable workplace fosters innovation, collaboration and success.
- We are located in a beautiful historic property in Kingston, Ontario with accessible green spaces.



Working Conditions

All positions are in-person, working at our location at 1200 Princess Street in Kingston, Ontario.

To protect the health and wellness of our residents and staff, all employees must be fully vaccinated against communicable diseases as outlined in the Canadian Immunization Guide.

Position Summary

Under supervision, the Administrative Facilities Support Officer is responsible for researching potential facility upgrades or technology improvements, security-related support, tenant services, project administration support and Health & Safety compliance.

Responsibilities:

- Assist in drafting and documenting processes for procurement of consultants and contractors (request for quote, request for proposal and tender documents).
- Update project cost logs and ensure all invoices and supporting documents are filed accurately.
- Draft or revise processes related to tenant service requests.
- Research potential facility upgrades or technology improvements under consideration.
- Update or develop internal procedures that have been pending review.
- Prepare Health & Safety binders.
- Update and organize asset and equipment inventories.
- Map preventive maintenance tasks for the Computerized Maintenance Management System (CMMS).
- Assist with space planning updates, including simple room data sheets.

Security-Related Support

- Review and organize card-access logs.
- Assist with confirming and updating user access permissions.
- Assist with contractor onboarding package (access, safety and procedures).
- Support a basic review of security camera coverage (no technical work, just mapping).
- Organize past incident reports into clean, structured folders for easier reference.

Tenant Services Support

- Conduct a subtenant satisfaction survey and prepare summary findings.
- Track and log tenant service requests to identify trends or recurring issues.
- Update subtenant-facing documents, forms, and communication templates.
- Support Event Services with client inquiries, room bookings, and setup requests.
- Meet and greet with event organizers and review all housekeeping rules.
- Compile a list of recurring subtenant questions and propose FAQ updates.



Project Administration Support

- Review consultant and contractor invoices for accuracy.
- Track change orders and invoices in project cost logs.
- Update and organize project folders.
- Create templates for use on capital projects as needed.

Health & Safety / Compliance

- Update JHSC standard forms and templates.
- Reformat and modernize building inspection checklists.
- Help refresh emergency contact lists, contractor lists, and vendor information.
- Assess JHSC noticeboard to ensure postings are current and consistent.

Qualifications and Experience:

- Post-secondary school program in progress or graduating in 2026 (e.g. Business Administration, Project Management, Communications, Education, or a related field).
- Ability to take direction well and work in a team environment.
- Ability to lift and work in diverse weather conditions e.g. wet and/or humid conditions.
- Up to date vaccinations required.
- Valid Criminal Background check.
- Satisfactory References.

How to apply

Interested candidates should submit a cover letter and resume (PDF format) to careers@providencevillage.ca by 11am on May 15, 2026 indicating the competition file number above. Please inform us of any accommodations so we can ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act at any stage in the recruitment process.

We celebrate the unique qualities, perspectives and experiences of each team member. As Providence Village grows, we are committed to cultivating an environment where everyone feels valued, respected and empowered to contribute their skills and ideas. We encourage applications from candidates of all backgrounds, identities and life experiences. We believe that an equitable workplace fosters innovation, collaboration and success.

We thank all interested applicants, however only those selected for an interview will be contacted.