



Huron-Perth Children's Aid Society

SAFE CHILDREN, CONFIDENT YOUTH, RESILIENT ADULTS

Located in the picturesque town of Goderich and Stratford, Ontario, we are committed to partnering with communities to provide professional child protection services. We advocate for and protect children's rights, support and strengthen families and we are leaders for positive change in our community.

The Society has an immediate opening for a twelve (12) month contract for:

Administrative Support (Goderich office)

This position will provide clerical, telephone and administrative support services to the agency, in all areas of service, according to agency policies, Ministry Standards and relevant legislation. This position requires excellent communication accuracy, computer, and organization skills and must be able to work cooperatively to assist others. Confidentiality and integrity of information is critical to the successful completion of all duties. There is a requirement to drive between sites from time to time.

Qualifications: Community College Diploma in business or office administration, or equivalent clerical/office experience.

Huron-Perth Children's Aid Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Interested applicants are to respond by October 3, 2018. A cover letter, full resume, including three current professional references, should be sent to Shelly Crovetto, Manager of Human Resources, Huron-Perth Children's Aid Society, 639 Lorne Avenue East, Stratford, Ontario, N5A 6S4, or by email at HRresumes@h-pcas.ca .

We thank all applicants, however, only those to be interviewed will be contacted.