



## Huron-Perth Children's Aid Society

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.

Huron-Perth CAS is committed to staffing a workforce representative of the diverse population we serve. We encourage applicants from African Canadian, Indigenous, people with disabilities, 2SLGBTQ+ communities to apply and to self-identify in their cover letter if they feel comfortable. We are also committed to creating an accessible environment for all. Accommodations are available on request for candidates taking part in all aspects of the selection process.

The Society has an opening for the following position at our Goderich location to commence from June 28, 2021 until June 28, 2022:

### **Administrative Support - 12 Month Contract**

This position will provide clerical and administrative support services to the agency, in all sites and areas of service, according to agency policies, Ministry standards and relevant legislation. This position requires excellent communication and organization skills and must be able to work cooperatively to assist others. Maintenance of confidentiality and integrity of information is critical to the successful completion of all duties.

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

**Salary Range:** \$41,099 - \$50,282

Interested and qualified candidates are to send in their application, including resume, cover letter and three professional references to:

**Kelsey Sherk, HR Coordinator**  
**HR@h-pcas.ca**  
**Huron-Perth Children's Aid Society**  
**639 Lorne Avenue East, Stratford, Ontario N5A 6S4**

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