



EMPLOYMENT OPPORTUNITY Summer—Youth Employment

Posting: 16-2026

HUMAN RESOURCES ADMINISTRATOR

Linck serves the children and families of the Chatham-Kent Municipality and includes child protection, children's mental health, child development and prevention.

Linck is an accredited multi-service agency that responds to the unique dynamics of our families. We support the well-being and safety of our children and their families through evidence-based practices and collaboration with community partners. Together, Linck employees strive to foster an environment that encourages positive growth, professional development and progressive change.

Chatham-Kent has a population in excess of 110,000 and is ideally situated mid-way between Windsor and London on the shores of Lake Erie.

Linck Child, Youth & Family Supports ("Linck") requires one (1) **Human Resources Administrator**. This is a contract position working up to 35 hours per week, beginning June 1, 2026 and lasting eight (8) weeks.

The incumbent will be responsible for the entry of employment information into the HRIS system, maintenance of personnel records and job posting competitions, and will carry out a range of other duties related to the Human Resources function ensuring the smooth and professional operation of the Human Resources Department. Through this role, the successful candidate will gain practical exposure to core HR and corporate services data management processes.

Qualifications:

- between 15 and 30 years of age (inclusive) at the start of employment per grant funding requirements;
- attainment of, or progression toward post-secondary education or a Bachelor degree in an HR-related field of study;
- ability and willingness to work as an integral member of a team;
- good oral and written communication skills;
- strong time management skills;
- sound knowledge of general administrative practices
- the ability to communicate in French is an asset;
- courtesy and tact required in explaining/exchanging data or information
- preference will be given to persons with a strong understanding and extensive experience working with other cultures, heritages and traditions;
- a commitment to developing the highest quality culturally-appropriate service possible for the various communities that we serve; and
- a valid driver's license and access to reliable transportation

Please submit resumes by **4:30pm on May 8, 2026** quoting the posting number to:

Human Resources
E-mail: careers@linck.org

Only those candidates selected for an interview will be contacted.

Hourly Rate of Pay:
\$17.60

April 28, 2026