

Office Administrator (Contract – 6 Months May 1 to Nov 1, 2026)

Location: Stratford, ON

Hours: 24 hrs/week

Work Model: Hybrid (remote + onsite for meetings/events)

Compensation: \$30 per hour

About the Role

The Stratford Agricultural Society is hiring a contract Office Administrator to support administrative operations, event coordination, and stakeholder communications throughout the year. This role plays a key part in delivering community events and supporting the Stratford Fall Fair and other programs.

Key Responsibilities

- Oversee office communications, scheduling, and administrative tasks
- Maintain accurate records, databases, and filing systems
- Support board meetings, staff communications, and volunteer coordination
- Coordinate event logistics including registration, setup, and vendor support
- Assist with financial tracking, payments, registrations, and reporting
- Support digital communications, including website updates and social media

What You Bring

- 3–5 years of administrative experience
- Post-secondary education in business administration, agriculture, environmental sciences, communications, or an equivalent combination of training and experience preferred
- Strong organizational and multitasking skills
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office; familiarity with CRM tools is an asset
- Ability to work some evenings/weekends for key events
- Valid driver's license; able to obtain background check

Apply

Submit your resume to admin@stratfordfairgrounds.com. Only selected candidates will be contacted.