

Legal & Administrative Assistant (Belleville)

If you are passionate about social justice and engaging in meaningful work you will want to join our team at the Community Advocacy & Legal Centre (CALC). We are a community legal clinic providing free legal services for persons with low income in Hastings, Prince Edward and Lennox & Addington Counties.

Candidates will have:

- experience as a law clerk, paralegal or legal assistant; and/or
- related college diploma or university degree
- direct client-service experience
- strong computer keyboarding, organizational and administrative skills

The primary role of a legal assistant is to guide clients through CALC services and to provide support to CALC staff. Duties include:

- Being the first point of contact for potential clients and others
- Creating records in our client management system and managing intake process and flows
- Managing and digital filing of information from all sources, including by telephone, email, text, online and video communications and in-person visits to our office
- Assisting clients with accessing resources needed to resolve their legal issues
- Providing administrative support in our case management system and to legal workers

This position is available immediately. Applications will be reviewed as they are received. Salary is commensurate with experience and responsibility. This is a one-year contract, with the possibility of extension. To apply, please email your resume and covering letter no later than **February 18** explaining why you are interested in joining CALC. Please also supply the names of three professional references to morganl@lao.on.ca. Only those being offered an interview will be contacted.



COMMUNITY ADVOCACY & LEGAL CENTRE
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We are an equal opportunity employer striving to
reflect the population living in Ontario.

We are a living wage employer