

Administrative Assistant (Belleville)

If you are interested in social justice and 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 living on a low income in Hastings, Prince Edward and Lennox & Addington Counties and the Tyendinaga Mohawk Territory.

Candidates will have:

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

The primary role of this position is to provide administrative and clerical support to CALC staff. Duties include:

- Preparing routine written correspondence and file documents
- Assisting with data entry, data management and record keeping in our file management system
- 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
- Providing other administrative and clerical support to legal workers as required

This position is available immediately. Applications will be reviewed as they are received. The hourly wage would not be less than \$21 hour and commensurate with experience and responsibility. There is flexibility for this position to be a part-time or full-time (optional) contract until March 31, 2024. To apply, please email your resume and covering letter no later than July 7 explaining why you are interested in joining CALC. Please also supply the names of two professional references to lynda.morgan@calc.clcj.ca. Only those being offered an interview will be contacted.



COMMUNITY ADVOCACY & LEGAL CENTRE
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Belleville, Ontario K8N 3H2
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We are an equal opportunity employer striving to reflect the population living in Ontario.