

Receptionist (Belleville)

The Community Advocacy & Legal Centre (CALC) is looking for a Receptionist. CALC is a community legal clinic providing free legal services for persons living on a low income in Hastings, Prince Edward and Lennox & Addington Counties. If you are passionate about social justice and engaging in meaningful work, apply to join our team.

The primary role of a Receptionist is greeting, screening and directing callers and visitors.

Duties include:

- Being the first point of contact for clients
- Screening and directing callers
- Collecting and inputting new client intake information
- Processing client documents and correspondence from all sources including telephone, email, text, online and in-person visits to our office
- Helping clients with referrals to other agency programs
- Providing administrative support to legal workers

Candidates will have:

- Direct client service experience
- Strong computer keyboarding, organizational and administrative skills
- Ability to work in a fast paced environment
- Experience in a legal setting is an asset
- Knowledge of CALC geographic area is an asset

Please note this position requires daily in-person attendance at our Belleville office, it is not eligible for any remote work or work from home days.

This position's anticipated start date is September 15, 2025. Applications will be reviewed as they are received. Salary is commensurate with experience and responsibility, but no less than \$24./hr. This is a 12-month contract, with the possibility of extension. To apply, please email your resume and covering letter explaining why you are interested in joining CALC **no later than September 5, 2025**, to lynda.morgan@calc.clcj.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.