

## **Legal & Administrative Assistant (Belleville)**

The Community Advocacy & Legal Centre (CALC) is a non-profit community legal clinic that provides free legal services to low-income individuals in our service area. We provide services from our main office in Belleville, Ontario and satellite offices throughout our service area. Our work includes casework, public legal education, law reform and community development in areas of clinic practice including income maintenance, housing, and employment.

We are hiring a Legal & Administrative Assistant to fill a vacancy. **This is a full-time contract position, ending March 2027.**

Candidates will have:

- Direct client service experience
- Strong computer keyboarding, organizational and administrative skills
- Ability to work in a fast-paced environment
- Ability to work empathetically with people in crisis
- Work experience as a law clerk, paralegal or legal assistant is an asset

Duties include:

- Being the first point of contact for clients
- 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

The hourly rate is \$26.50/hr. This is a full-time contract position ending March 2027. The successful candidate will work on-site at our Belleville office but may be eligible to work remotely 1-2 days/week after completing a probationary period.

To apply, please submit a cover letter and resume outlining relevant experience **by 5:00 PM on April 3, 2026**, to [lynda.morgan@calc.clcj.ca](mailto:lynda.morgan@calc.clcj.ca). Please include "Legal Assistant" in your subject line. Applications will be considered on a rolling basis. We thank all applicants for their interest however only those selected for an interview will be contacted. No AI will be used at any stage of the hiring process.



COMMUNITY ADVOCACY & LEGAL CENTRE  
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Belleville, Ontario K8N 3H2  
[www.communitylegalcentre.ca](http://www.communitylegalcentre.ca)

CALC is strongly committed to diversity and employment equity, and we actively encourage applications from members of groups with historical and/or current barriers to equity. We will provide accommodation in accordance with Ontario's Human Rights Code during the hiring process upon request. All information relating to accommodation measures will be addressed confidentially.