



LAKE COUNTRY COMMUNITY LEGAL CLINIC

8B Ontario Street
Bracebridge Ontario
P1L 2A7

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Position: Office Manager, Permanent - Fulltime
Reports to: Executive Director
Start date: Immediate - but flexible

Lake Country Community Legal Clinic (LCCLC) is funded by Legal Aid Ontario and provides legal services to the low-income residents in the Districts of Muskoka and Parry Sound. The clinic is based in Bracebridge with satellite offices in the Town of Parry Sound, South River, and Huntsville.

LCCLC is seeking a permanent, full-time Office Manager to join our dynamic team. The Office Manager will be responsible for assisting the Executive Director in ensuring efficient administration and coordination of all clinic services including - administering the daily operations of the clinic, managing the clinic's deliverables as outlined in all partners and funding agreement, and other tasks delegated by the Executive Director. The Office Manager will also provide back up administrative and reception support as needed. The ability to communicate in French is an asset.

Minimum Hiring Requirements:

- Has demonstrable client service experience in a community organization or legal service office.
- Has extensive experience in office management, bookkeeping, and financial management in not-for-profit organizations.
- Has good computer literacy skills (including but not limited to Word, Excel, Adobe Acrobat, QuickBooks) and the ability to adapt to new case management and other systems operated by legal clinics.
- Has excellent oral and written communications skills.
- Has great client services skills and shows the capacity to deal with challenging situations.
- Demonstrate flexibility and the ability to manage competing priorities and multi-tasking.
- Works well in a team as well as independently.

The annual salary range is \$62,000 to \$68,000 depending on experience, and includes generous vacation entitlement (first year, 20 days), 15 paid sick days, and after three months, group health and dental benefits and RRSP contributions.

Application deadline: Applications will be considered when received and interviews conducted on an on-going basis until the position is filled. We thank all applicants but will only contact candidates shortlisted for interviews.

Interested candidates should apply by submitting a cover letter, resume, and two references by email to:

Samantha McBride, Executive Director

samantha.mcbride@lcclc.clcj.ca

Subject: Application - Office Manager