



Job Opening: Administrative/Legal Assistant

Halton Community Legal Services (HCLS) is a community legal clinic funded by Legal Aid Ontario that provides legal services to the low-income population in Halton Region. HCLS is a registered charity and a not-for-profit corporation under the laws of Ontario. HCLS is governed by a volunteer Board of Directors. We are committed to providing high quality legal services and responding to the needs of our community in innovative ways, through a client centered and trauma-informed lens.

JOB TITLE: Administrative/Legal Assistant

REPORTS TO: Executive Director

SALARY: \$45,000-\$49,500 (commensurate with qualifications and experience), health and dental benefits package, employer-paid RRSP contributions, in accordance with Legal Aid Ontario guidelines and clinic policies

TO APPLY: Please apply via e-mail addressed to the Hiring Committee with a cover letter and resume by July 2, 2025 to: haltonconsult@hcls.clcj.ca with the subject title "Administrative/Legal Assistant".

Applications will be reviewed immediately and considered on a rolling basis up to July 2, 2025.

While we thank all applicants for their interest, only those selected for an interview will be contacted.

RESPONSIBILITIES

- The Administrative/Legal Assistant is primarily responsible for performing reception activities.
- Provide litigation support, administrative and secretarial support to Clinic Staff, including Legal Caseworkers and the Executive Director.
- Daily in-person attendance at our Oakville office.

ESSENTIAL SKILLS

The successful candidate must have:

- 2 years' experience in a similar role;
- Knowledge of our community and its resources, including an understanding of poverty in Halton and the unique issues and challenges our community experiences;
- Strong interpersonal and customer service skills;
- Excellent verbal and written communication skills, excellent listening skills and the ability to be patient with and assist complex clients;
- Ability to work in a fast-paced, high-volume environment with clients who may be in distress;
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook), and the ability to learn new programs;
- Ability work with service providers and organizations within our community;
- Be able to multitask, take initiative, creatively problem solve, manage multiple deadlines, and work independently, as well as part of a team;
- Knowledge of the areas of law that we practice in an asset.