



**KINNA-AWEYA LEGAL CLINIC**  
**CAREER OPPORTUNITY**  
**Administrative Assistant – Permanent, full time**  
**Marathon, Ontario**

Kinna-aweya Legal Clinic provides legal advice and assistance to residents of the District of Thunder Bay, particularly Indigenous people, who need assistance with poverty law issues.

We are seeking a client-oriented Administrative Assistant in our office located at Peninsula Square in Marathon, Ontario. The Administrative Assistant will be responsible for managing office reception, identifying intake matters, gathering and inputting information, making appropriate referrals, document preparation and general office administration duties.

**PRIMARY JOB DUTIES:**

- Managing office reception by answering the telephone and greeting people who come in to the clinic
- Identifying matters for intake and gathering information in accordance with office policies and procedures
- Making appropriate referrals
- Information management and documentation using a Microsoft CRM system
- Document preparation including letters, reports, and legal documents
- Event planning, membership administration and liaison
- Processing incoming and outgoing mail, paper digitizing, scanning, photocopying, filing, office administration, ordering supplies, and other related duties as required

**MINIMUM QUALIFICATIONS:**

- Certificate or diploma in Office Administration or similar program/equivalency
- Experience working in a law office or other professional office
- Excellent computer (MS Office) and information management (MS CRM) skills
- Excellent customer/client-oriented service skills
- Excellent oral and written communication skills
- Knowledge of community and legal resources
- Office administration experience
- Lived experience/competency with respect to Indigenous culture and issues
- Membership/interest in joining the Administrative Professionals Association/AAP an asset

Salary approximately \$49,000 plus pension and group benefits

Only applicants living in Marathon or who confirm their understanding that the position is in Marathon, will be granted an interview.

We welcome applications from Indigenous people, racialized individuals, people living with disabilities, and other historically disadvantaged groups. We are committed to equity, diversity and inclusion and we will provide accommodation during the hiring process upon request. All information relating to accommodation measures will be addressed confidentially.

Interested applicants are asked to submit their resume and cover letter:

By email to [cindy.johnson@kinna.clcj.ca](mailto:cindy.johnson@kinna.clcj.ca)

Required subject line: **Administrative Assistant Application**

Or by mail to Kinna-aweya Legal Clinic, 86 S. Cumberland Street Thunder Bay, ON P7B 2V3

Or by Fax (807) 345-2842

**DEADLINE FOR APPLICATIONS: 4:30 p.m., Monday, March 30, 2026**