



**REXDALE COMMUNITY LEGAL CLINIC**

REXDALE COMMUNITY HUB  
21 PANORAMA COURT, SUITE 24  
TORONTO, ON M9V 4E3  
TEL: 416-741-5201  
FAX: 416-741-6540

**Full-Time – Two Student Legal Administrative Assistant Positions  
(Canada Summer Jobs Program)  
May – August 2026**

The Rexdale Community Legal Clinic is seeking two student legal administrative assistants through the Canada Summer Jobs Program for the summer of 2026, beginning as soon as possible.

The Rexdale Community Legal Clinic provides free legal services to residents of North Etobicoke (Toronto, Ontario) who are living on low incomes. The Clinic is funded by Legal Aid Ontario and governed by an independent, community-based Board of Directors. We provide legal advice and representation in the areas of housing (particularly eviction prevention), social assistance/income maintenance (provincial, federal and other benefit programs), employment rights, and immigration law. Our services also include public legal education, law reform, and community development. The Rexdale Community Legal Clinic is dedicated to being physically rooted in the community it serves.

**Requirements**

The eligible candidates must be:

- Aged between 15 and 30 years old on the start date of the job;
- Have a valid Social Insurance Number (SIN); and
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada.

**Main Duties of the Positions**

- Assist staff in maintaining client files, including uploading of documents to a database, standardizing file names and, in general, organizing both digital and paper client files.
- Assist staff with executing our file opening and closing procedures for both digital and paper client files.
- Assist caseworkers with case management.
- Photocopy, scan, bind and fax, as required.
- Maintain legal files as directed, including docketing.
- Assist staff in updating our Resource Binder with information about local food banks, mental and other health care resources, other referrals, etc.
- Assist staff with the legal clinic's law reform and community development work. Examples of this work would be helping to host an information table at a community event; supporting staff at community meetings (note taking, food distribution, set up/take down); helping to distribute legal or other information in the communities we serve.

- Support the legal clinic's public legal education (PLE) work by assisting with preparation for and support during PLE sessions.
- Assist staff with contacting agencies or clients to make appointments or to communicate information.
- Assist administrative staff in setting up Social Benefits Tribunal and Landlord and Tenant Board video hearings at the office, and support clients with respect to technological issues during those hearings.
- Share reception duties, as needed.
- Possibly assist legal caseworkers with formatting, organizing and preparing evidence packages for legal proceedings.
- Possibly assist legal caseworkers with document and letter drafting.
- Possibly assist legal caseworkers by interviewing clients.
- Possibly assist legal caseworkers with research.
- Keep statistics and weekly time sheets in clinic format.
- Adhere to the legal clinic's policies on confidentiality and human rights and all other policies, routines and procedures established by the legal clinic.
- Perform other tasks related to the position as assigned.
- This position would come with the expectation that the successful candidate will be in person at our office in Rexdale, with some limited time to work at home.

Compensation will be \$24.00 per hour for 35 hours per week, through to August 29, 2026.

Applicants from historically disadvantaged groups are strongly encouraged to apply.

The deadline for applications is **Thursday, April 30, 2026 at 5pm**.

Applications must include a résumé, cover letter and two references, collected in **ONE PDF** document and sent by email to Yodit Edemariam, Director of Legal Services (Rexdale Community Legal Clinic) at [yodit.edemariam@rex.clcj.ca](mailto:yodit.edemariam@rex.clcj.ca).

Further information about the Canada Jobs position and program may be found at: [legal administrative assistant - Etobicoke, ON - Job posting - Job Bank](#)

We thank all applicants in advance but will contact only those candidates selected for consideration.