

CHATHAM-KENT LEGAL CLINIC

EXECUTIVE DIRECTOR

The Chatham-Kent Legal Clinic (CKLC) is seeking an Executive Director (ED) for a full-time, permanent position. CKLC is a community based legal clinic providing poverty law services to low-income people living in Chatham-Kent.

Come to an area of Ontario where the pace of life is less hectic, winters are relatively mild, and housing costs are low. Chatham is 45 minutes from Windsor and 60 minutes from London (less than a commute in the Toronto area). Enjoy the benefits of small city/rural living.

JOB DESCRIPTION

The ED is responsible for the day-to-day management of the clinic and to ensure the quality and integrity of the services delivered by the clinic. The ED will lead a staff of six. In addition to administrative duties, including personnel management and supervision, the ED handles communication with our funder and provides some direct legal services to clients. Acting in conjunction with and reporting to the clinic's Board of Directors the ED helps set the strategic direction of the clinic.

JOB RESPONSIBILITIES

- Oversee the day-to-day operations of the clinic
- Manage and supervise staff
- Mentor and consult with legal staff members
- Maintain a working knowledge in most of the areas of law practiced at the clinic: ODSP, CPP and OW appeals; Landlord & Tenant law; Wills and Powers of Attorney; Human Rights; and EI and Employment law
- Develop and implement policies and practices to ensure the delivery of high-quality legal services
- Handle complaints or concerns from clients, staff and the community
- Monitor caseloads and other work undertaken by staff
- Communicate and deal with the funder including the preparation of the annual Service Proposal (funding application)
- Deal with funding organizations outside of Legal Aid Ontario, as applicable
- Provide limited direct legal services to clients
- Build and maintain relationships with other community organizations

- Ensure the clinic is active in both regional and provincial clinic networks and working groups
- Maintain awareness of appropriate resources, including understanding and supporting the important role of the ACLCO
- Assist the Board in their duties governing the clinic

JOB REQUIREMENTS AND COMPETENCIES

- A lawyer in good standing with the Law Society of Ontario with at least five years of legal clinic experience (eight years of experience is preferred)
- Thorough knowledge and familiarity with legal clinics in Ontario
- A commitment to social justice and an understanding of the needs and challenges faced by low-income, disadvantaged and marginalized communities
- Strong management skills including personnel management
- Strong interpersonal skills
- Experience in or knowledge of most of the areas of law noted under Job Responsibilities
- Ability to effectively respond to occasionally abusive clients or to emotionally charged situations, and to support other staff members in dealing with such clients or situations
- Experience with community outreach and public legal education
- Experience in supervising legal staff and effective at building and leading a team
- Experience in dealing with funding organizations
- Experience in working with a volunteer Board of Directors
- Ability to employ a collaborative, inclusive, respectful and transparent approach to dealing with staff members, the Board and community stakeholders
- Excellent project management skills
- Ability to competently handle financial statements, clinic budgets and the equitable determination of staff salaries
- Maintenance of updated vaccinations for contagious viruses consistent with Officer of Health recommendations
- Live and work in Chatham-Kent and be an active member of the Chatham-Kent community
- Driver's license, a vehicle, and the ability to travel

CKLC is committed to upholding the values of diversity, equity and inclusion in our workplace. We encourage applications from members of groups with historical and/or current barriers to equity.

COMPENSATION: Salary range begins at \$132,800 per annum, assuming 8 years of legal clinic or related experience. The starting salary may be negotiable depending on specific circumstances and other relevant experience. Includes a comprehensive employer-paid benefits package, a 35-hour work week, and employer pension plan (or RRSP) contributions.

START DATE: Flexible and to be arranged.

APPLICATION PROCESS: Applications will be accepted and interviews conducted on a rolling basis until this position is filled. We thank all applicants but only those selected for an interview will be contacted.

APPLICATION DEADLINE: July 6, 2026, 3:00 pm.

TO APPLY: Send an email under the subject line “ED position – CKLC”, with the following Word or pdf attachments – cover letter, resume, the names of two references with sufficient contact information – to Walter Van de Kleut at walter.vandekleut@cklc.clcj.ca.