

HRLSC Human Rights Legal Support Centre	180 Dundas St W 8th Floor Toronto, Ontario M7A 0A1	Telephone 1-866-625-5179 (416) 597-4900	TTY 1-866-612-8627 (416) 597-4903
CAJDP Centre d'assistance juridique en matière de droits de la personne		Fax 1-866-625-5180 (416) 597-4901	www.hrlsc.on.ca

HRLSC | Human Rights Legal Support Centre

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LEGAL CASE COORDINATOR (LCC) – BILINGUAL

The **Human Rights Legal Support Centre (HRLSC)** provides free legal assistance to individuals throughout Ontario who have experienced discrimination contrary to Ontario's *Human Rights Code*. The HRLSC is seeking applications for a **bilingual Legal Case Coordinator (LCC)**. The successful candidate will provide legal, administrative, coordination, and clerical support services to a team of lawyers and a Legal Manager as well as administrative support for a law student program. Time management and strong organizational skills are essential requirements for this position. Experience working in a legal office environment and knowledge of and familiarity with Ontario's human rights system and the HRTO's application and hearing process are strong assets. This position is the primary back-up to the Receptionist & Administrative Assistant position.

Proficiency in written and oral French is a requirement for this position.

[Full Job Description](#)

This is a full-time, contract opportunity until September 2027, and is located in Toronto. This position reports to a Manager, Legal Services and is part of the OPSEU Bargaining Unit. This position currently offers a hybrid work schedule, requiring a combination of in-person work from the HRLSC's Toronto head office and remote work from home, each week. This arrangement may be subject to change as part of the HRLSC's Recovery Plan process. The HRLSC provides a competitive total compensation package. The salary range for this position is **\$51,531.93 - \$64,414.92**. The usual hours of work are 9:00 a.m. – 5:00 p.m., Monday through Friday.

How to apply

Applications must:

1. Include a resume and a covering letter, submitted as one attachment
2. Be addressed to the attention of Human Resources
3. Be submitted by e-mail to: careers@hrlsc.on.ca
4. Be submitted with the following e-mail subject line: **LCC (Bilingual) – 20260713**

The Human Rights Legal Support Centre is committed to equity and diversity and welcomes applications from people who are reflective of diverse communities. Accommodation will be provided in accordance with Ontario's *Human Rights Code*. Accessible formats of this posting are available upon request.

Application Deadline: Monday, July 27, 2026 @ 9:00 a.m.

*We thank you for your interest in this opportunity.
Only those applicants selected for an interview will be contacted.*