



REXDALE COMMUNITY LEGAL CLINIC
LOCATED IN THE REXDALE COMMUNITY HUB
21 PANORAMA COURT, SUITE 24
TORONTO, ON M9V 4E3
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REXDALE COMMUNITY LEGAL CLINIC

Director of Legal Services

The Rexdale Community Legal Clinic is seeking a full-time, permanent Director of Legal Services with strong leadership and litigation skills to manage the direct legal services of the Clinic, litigate matters before courts and tribunals, champion social justice, and collaborate with the Director of Administration to fulfill the mandate and daily operations of the Clinic. This role involves legal casework, community services, personnel management and extensive communication with various stakeholders. The preferred start date is January 4, 2027.

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.

Main Duties of the Position

- Ensuring the delivery of high-quality legal and advocacy services and that the Clinic is meeting all parts of its service mandate
- Being responsible for the legal work of the Clinic, including the quality, type and level of legal services; the professional legal standards of the Clinic; and liaising with other legal clinics, agencies, members of the bar, politicians and Legal Aid Ontario
- With the Director of Administration, sharing responsibility for managing programs, activities and resources, as well as developing and implementing policies
- With the Director of Administration, sharing responsibility for reporting to and working with the Clinic's Board of Directors and Legal Aid Ontario
- With the Director of Administration, sharing responsibility for human resource management
- With the Director of Administration, recruiting, supervising, and supporting Clinic staff; mentoring and nurturing a strong multi-disciplinary teamwork environment; supporting continuous learning and staff performance goals while encouraging innovation
- Maintaining a working knowledge of all areas of law practiced at the Clinic
- Providing direct services to clients and carrying a caseload, including providing advice, referrals, negotiation and representation, as well as managing complex litigation files and appeals
- Responding to and resolving client complaints
- Staying current on all legislated requirements, industry standards, and best practices as they apply to the Clinic and its operations
- Ensuring the Clinic continues to build effective relationships with community and partner organizations and the client communities served by the Clinic
- Arranging, developing and delivering Public Legal Education within the Clinic system and to the community
- Leading social justice, community development, community organizing and law reform initiatives related to issues of importance to the communities we serve
- Staying abreast of the issues affecting our community and the clinic's ability to serve those needs

Qualifications

- LL.B/J.D. called to the Bar in Ontario
- Member in good standing with the Law Society of Ontario
- Extensive relevant litigation experience (preferably 10 years or more) with tribunals and courts including Divisional Court, the Landlord and Tenant Board, Social Benefits Tribunal, and the Social Security Tribunal
- Experience supervising legal work by advising and supporting a team, guiding and developing skills, preferably within a legal or student clinic
- A minimum of 5 years of experience working in a community legal clinic setting
- Experience with volunteer boards and an ability to work with board members
- Familiarity with the Legal Aid Ontario framework for legal clinics
- Proficient skills in the areas of communication & mediation, organization & time management, leadership & mentoring, supervision & team building, research & report writing
- Ability to work well with the public
- Ability to assist and support people in crisis in a calm and helpful manner

Assets

- Experience working with a diverse range of clients who live on low incomes
- Familiarity with the Legal Aid Ontario Clinic Information Management System
- Familiarity with resources and agencies in RCLC's catchment area
- Collaborative approach to decision-making
- Demonstrated commitment to social justice, awareness of trauma-informed practice, and understanding of the principles of intersectionality and anti-racism and anti-oppression

Compensation and Benefits

- Salary range of \$110,000 - \$130,000 will be based on relevant qualifications and experience
- Payment of Law Society of Ontario annual dues
- Employer contributions to a Registered Retirement Savings Plan (RRSP)
- Health Benefits Package

Application Information

Interested candidates are asked to submit their applications by email to Chair, Board of Directors, at gen2@rex.clcj.ca. Please use the subject line: "Director of Legal Services Application 2026". Applications must include a cover letter, résumé, and contact information for two references. In addition to the review of qualifications, interviews, and reference checks, successful candidates may be invited to participate in a written test and other assessment tools.

Applications will be accepted up until **5 p.m. on Friday, November 20, 2026**. Applications will be reviewed upon receipt, and interviews will be conducted on a rolling basis until this position is filled. Please note that while we thank all applicants for their interest, only those selected for an interview will be contacted.