CSALC
Chinese and Southeast Asian Legal Clinic

Staff Lawyer (Full-Time Permanent)
Chinese and Southeast Asian Legal Clinic of Ontario (CSALC)

The **Chinese and Southeast Asian Legal Clinic of Ontario (CSALC)** is a community legal clinic funded by Legal Aid Ontario. We provide legal advice, representation, public legal education, community development, and law reform advocacy for low-income members of East and Southeast Asian communities across Ontario, including individuals from Chinese, Vietnamese, Cambodian, Laotian, Burmese, and Filipino communities.

Our areas of practice include Immigration and Refugee Law, Housing (Tenants' Rights), Employment Law, Income Maintenance Appeals, Family Law, and Wills and Powers of Attorney. Through our work, we are committed to advancing access to justice and addressing systemic barriers faced by marginalized communities.

CSALC is seeking a **full-time permanent Staff Lawyer** to join our team in the early new year.

The salary range for this position is **$90,962-$102,492**, commensurate with qualifications, experience, and year of call, in accordance with the applicable collective agreement. The successful candidate will be eligible for our comprehensive benefits package, including:

- 100% employer-paid health and dental benefits
- 6% employer RRSP contribution
- Hybrid work arrangement
- Professional development opportunities
- Paid vacation and other benefits in accordance with the collective agreement

Position Summary
The Staff Lawyer will provide legal services to clients, contribute to the Clinic's public legal education, community development, and law reform initiatives, and play a key leadership role in supporting the legal team.

The successful candidate will be an experienced lawyer who brings strong legal judgment, strategic thinking, and a commitment to social justice. In addition to maintaining a caseload, the Senior Staff Lawyer will provide mentorship and professional guidance to junior lawyers and community legal workers and help strengthen the Clinic's legal capacity and service delivery.

Key Responsibilities
Client Services and Representation
- Provide summary legal advice, casework, and representation to clients in one or more of the following areas:
    - Immigration and Refugee Law

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  - Employment Law
  - Housing (Tenants' Rights)
  - Income Maintenance Appeals and Administrative Law
  - Other areas within the Clinic's mandate as required
- Represent clients before administrative tribunals, government decision-makers, and courts, including appellate and test case litigation where appropriate.
- Conduct legal research, prepare written submissions, and advocate on behalf of clients.

Leadership and Team Support

- Provide mentorship, guidance, and professional support to junior lawyers and community legal workers.
- Assist in the development of legal strategies for complex files, systemic advocacy initiatives, and test case litigation.
- Support knowledge sharing, staff training, and the ongoing professional development of legal team members.
- Work collaboratively with the Executive Director and legal team to maintain high-quality legal services and advance clinic priorities.
- Assist the Executive Director in identifying emerging legal issues, service priorities, and opportunities for strategic litigation and systemic advocacy.

Community Engagement and Systemic Advocacy

- Conduct public legal education workshops and outreach activities.
- Participate in community development initiatives and collaborate with community organizations and stakeholders.
- Contribute to systemic advocacy, law reform, and social justice initiatives that advance the rights and interests of the communities served by the Clinic.

General Responsibilities

- Provide legal information and referrals to members of the public as appropriate.
- Maintain accurate and timely file records and statistical reporting.
- Participate in team meetings, clinic planning, and organizational initiatives.

Qualifications

The ideal candidate will possess:

- Membership in good standing with the Law Society of Ontario.
- Preference will be given to candidates with **five (5) or more years'** call to the Bar and demonstrated leadership, mentorship, or supervisory experience within a legal setting.
- Applicants with fewer years of call who demonstrate strong advocacy skills, leadership potential, and a commitment to social justice are also encouraged to apply.
- Strong advocacy, litigation, negotiation, and legal research skills.

- Demonstrated ability to manage files independently while working effectively within a collaborative team environment.
- A strong commitment to social justice, equity, and access to justice.
- Experience working with low-income, newcomer, racialized, or marginalized communities is an asset.
- Fluency in **Mandarin, Cantonese, or a Southeast Asian language** is a strong asset.

Experience
Candidates with experience in the community legal clinic system are encouraged to apply. However, applications are also welcomed from lawyers with relevant experience gained through:

- Private practice
- Refugee and immigration law practices
- Labour and employment law practices
- Government agencies
- Administrative tribunal work
- Non-profit organizations
- Other areas of legal practice that demonstrate strong advocacy skills and a commitment to serving marginalized communities

How to Apply
Interested candidates are invited to submit:

- A cover letter;
- A résumé; and
- Contact information for at least two (2) professional references.

Applications should be forwarded to the Office Manager at ensley.mak@csalc.clcj.ca

Applications will be reviewed on a rolling basis and the position will remain open until filled. Early applications are encouraged.

CSALC is committed to equity, diversity, inclusion, and accessibility in the workplace. We encourage applications from members of the communities we serve, including individuals who identify as racialized, Indigenous, persons with disabilities, members of the 2SLGBTQIA+ community, and those with lived experience of poverty, migration, or linguistic barriers.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.