



**Staff Lawyer/Immigration Consultant Contract Position
April 1, 2026 – September 30, 2026**

Legal Assistance of Windsor is seeking an immigration consultant/lawyer for 30 hours/week to provide information, legal advice and limited legal representation to migrant workers.

About LAW

LAW is an interdisciplinary clinic combining legal and social work professions to meet the multi-faceted needs of the low-income community in Windsor and Essex County. LAW is funded by Legal Aid Ontario. We strive to be an inclusive organization committed to fostering diversity in every aspect of our work, including hiring.

Duties include:

- Provision of legal advice and representation related to matters such as Open Work Permits for Vulnerable Workers
- Intakes may include providing advice and services in-person or remotely, either by telephone or online
- Work in collaboration with colleague migrant worker specialists employed through the grant and other LAW staff as appropriate
- Will be required to attend the Leamington office on an agreed upon monthly schedule.
- Hours will be scheduled to accommodate the migrant workers' availability.
- Expected to meet all deadlines and limitations periods arising during the course of your work.
- Expected to follow the case reporting procedures established by the clinic and document all contact, correspondence and records as required by the Rules of Professional conduct and grant requirements.
- Make referrals for immigration matters to Legal Aid Ontario or the practising bar for matters other than the open work permits.
- Your activity will be primarily working directly with clients.

- If possible, the provision of public legal education workshops presenting legal needs and options.

Job Benefits

- **Annual Salary:** Between **\$70,000 and \$80,000**, commensurate with experience. The salary will be pro-rated for a 6-month contract, with mandatory benefits included.
- Vacation entitlements start at 10 days, prorated over 6 months

The successful candidate will be a member of the CICC/Law Society of Upper Canada. Experience in immigration law and/or the needs of temporary foreign workers is required. The successful candidate will also have a collaborative approach to legal work and strong interpersonal skills.

Only those selected for interviews will be contacted. Interested candidates must apply by March 25, 2026 with a cover letter and resume to:

Shelley Gilbert, Executive Director
E-mail: shelley.gilbert@law.clcj.ca