



LAKE COUNTRY COMMUNITY LEGAL CLINIC

8B Ontario Street
Bracebridge Ontario
P1L 2A7

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Position: Administrative Assistant, Permanent - Fulltime - In-Office
Reports to: Executive Director & Administrative Manager
Start date: June 2025 - Immediate

Lake Country Community Legal Clinic (LCCLC) is funded by Legal Aid Ontario and provides legal services to the low-income residents in the Districts of Muskoka and Parry Sound. The clinic is based in Bracebridge with satellite offices in the Town of Parry Sound, South River, and Huntsville.

LCCLC is seeking a permanent, full-time Administrative Assistant to join our dynamic team. The Administrative Assistant will be responsible for welcoming visitors and clients, answering the telephone, taking messages, and making referrals. The Administrative Assistant will also provide administrative support with photocopying, faxing, and preparing general correspondence. The ability to communicate in French is an asset.

Minimum Hiring Requirements:

- Has great client services skills and shows the capacity to deal with challenging situations with compassion and professionalism.
- Has experience answering phones, welcoming the public, and taking detailed messages.
- Has good computer literacy skills (including but not limited to Word, Excel, Adobe Acrobat) and the ability to adapt to new case management and other systems operated by legal clinics.
- Has excellent oral and written communications skills.
- Demonstrate flexibility and the ability to manage competing priorities and multi-tasking.
- Works well in a team as well as independently.

The annual salary is dependant on qualification and experience but starts at \$49,500 and includes generous vacation entitlement (first year, 20 days), 15 paid sick days, and after three months, group health and dental benefits and RRSP contributions.

Application deadline: Applications will be considered when received and interviews conducted on an on-going basis until the position is filled. Only candidates shortlisted for interviews will be contacted.

Interested candidates should apply by submitting a cover letter, resume, and two references by email to:

Samantha McBride, Executive Director

intake@lcclc.clcj.ca

Subject: Application - Administrative Assistant