

Job Posting: Administrative Support / Intake Worker

Willowdale Community Legal Services (WCLS) is a general service community legal clinic funded by Legal Aid Ontario (LAO). WCLS strives to serve low-income members of our community within the areas of poverty law that we practice. We commit to service that is inclusive, equitable, fair and free from discrimination, including but not limited to race, ethnicity, gender, sex, sexual orientation and immigration status.

WCLS is seeking applications for the position of Administrative Support / Intake Worker. This is a permanent full-time position with a six month probation period. The position is available October 28, 2024.

This position includes support and administrative duties, such as answering phone/door inquiries, preparing documents, acting as contact for outside organizations, updating the website and social media, and organizing financial papers. The duties will be carried out from the legal clinic during normal office hours, Monday to Friday, 8:30 am to 12 noon and 1 pm to 4:30 pm.

Qualifications:

- Experience providing administrative support a multifaceted busy office.
- Strong time management and organizational skills, including reliability.
- Excellent computer skills, including basic design, websites, and data entry.
- Ability to communicate with people from diverse backgrounds.
- Strength in acting independently as well as a cohesive member of a team.
- Assets include:
 - Fluency in a second language common to our catchment area communities (Farsi, Mandarin, Arabic).
 - Prior experience in a community legal clinic.
 - Related higher-education (Legal Assistant or Office Administration Certificate or Diploma).

We encourage individuals from historically underrepresented communities to apply.

Salary: \$48,000 - \$58,000.

Applications must be submitted no later than 11:59pm on October 10, 2024.

Applications should be sent by email (resume and cover letter in a Word or PDF attachment) to the attention of Hiring Committee at gillian.reiss@wcls.clcj.ca.