



**JOB POSTING
(INTERNAL/EXTERNAL)**

**FULL TIME LEGAL ADMINISTRATIVE ASSISTANT
12-month Contract**

The Barbra Schlifer Clinic offers legal representation, professional counselling and multilingual interpretation to women who have experienced violence. Our diverse, skilled and compassionate staff accompany women through personal and practical transformation, helping them to build lives free from violence.

We are seeking a full-time (35 hours/5 days per week) Legal Administrative Assistant for a 12-month contract position. The successful candidate will provide general clerical assistance to the Legal Department of the Clinic in support of the Department's various programs and services.

Demonstrated experience with the Family Law Rules and court procedures an asset.

DUTIES AND RESPONSIBILITIES:

Clerical and Administrative Support: The Legal Administrative Assistant will provide clerical and administrative support to the legal department including:

- Litigation support for 3 lawyers, primarily in family and immigration law;
- Correspondence with clients, counsel, and other third parties;
- Data entry using case management programs;
- Coordinating and arranging for courier and process servers;
- Preparation and distribution of materials for public education, professional development, law reform, community development or other activities;
- Registering legal staff for professional development programs;
- Scheduling department and other meetings and facilitating communication between legal department and other Clinic staff
- Drafting and distributing meeting agendas and minutes;
- Ordering supplies and keeping supply inventories.

Other Responsibilities: The Legal Administrative Assistant will perform such other duties as may be required in the normal course of Clinic operations including, but not limited to:

- Attend and participate in all Legal Department meetings, general staff meetings, Clinic committees and all general staff activities and organizational processes relating to the overall operations of the Clinic, as may be determined from time to time;
- Any other tasks related to the administration of the Legal Department as may be determined;
- Coverage for reception, as needed;
- Occasional flex hours and evening work.

All duties and responsibilities will be carried out in accordance with the Barbra Schlifer Clinic's Mandate, Mission and Values Statements.

SUPERVISION, TRAINING AND ONGOING PROFESSIONAL DEVELOPMENT:

- Participation in orientation, training and ongoing professional development programs;
- Participation in ongoing supervision and periodic performance evaluations.

CORE COMPETENCIES:

- Commitment to working collaboratively with and supporting women of diversity within the context of a diverse agency;
- Engagement in a self-reflective, ethical & collaborative practice that is non-judgmental and empathic and reflects the vision and mission statements of the Clinic;
- Incorporation of principles of diversity and equity in responding to the service needs of women;
- Commitment to working toward removing systemic barriers to women's independence and wellbeing;
- Excellent interpersonal, organizational, time-management and problem-solving skills; written and oral communication skills;
- Ability to work and support others in the context of a diverse environment;
- Ability to work independently and as part of a team in a multi-disciplinary environment;
- Be a self-starter, creative and highly motivated;
- Share ideas and differences in the spirit of collaboration and cooperation; and,
- Commitment to ongoing personal and professional development.

MINIMUM QUALIFICATIONS:

- Minimum 12 months clerical/secretarial experience in a legal environment;
- Familiarity with the areas of law practiced by the Clinic;
- Knowledge of family law, Family Law Rules and family court procedures an asset;
- Understanding of social issues of violence against women as is consistent with a feminist, anti-oppression analysis;
- Demonstrated ability to communicate proficiently both orally and in writing;
- Excellent organizational and time-management skills;
- Ability to prioritize work and multi-task effectively;
- Advanced level skills in various computer applications (Microsoft Office) and utilization of other office technology;

- Excellent organizational skills;
- Commitment to principles of equity and diversity;
- Ability to work independently and as part of a multi-disciplinary team;
- Fluency in a language other than English is an asset.

SALARY: \$37,421 per annum. All positions include a comprehensive benefits package offered through a group plan as part of our United Way membership.

The Barbra Schlifer Clinic promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, colours, ethnic origins, religions, abilities and sexual orientations.

DURATION: 12 months

DEADLINE FOR APPLICATIONS: Friday, February 13, 2020 by 5pm

To apply, please submit your cover letter and resume:

By email in ONE attachment, as a PDF to: hr@schliferclinic.com Subject Title: Hiring Committee (Legal Administrative Assistant)

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

No phone calls please.