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# Assistant/Receptionist

<b>Employer:</b>	Algoma Community Legal Clinic Inc.		
<b>Posted:</b>	1 months ago	<b>Closing Date:</b>	April 18, 2024
<b>ES Job ID:</b>	15419	<b>Location:</b>	Sault Ste. Marie
<b>Sector(s):</b>	Other	<b>Duration:</b>	Full Time , Temporary

## Job Description:

The Algoma Community Legal Clinic Inc. (ACLC) is a community based legal clinic that provides legal services to low income individuals/families in the District of Algoma. ACLC is funded by Legal Aid Ontario, governed by a Board of Directors drawn from the community, and located in Sault Ste Marie, ON at the hub of the Great Lakes, on the traditional territories of the Anishinaabek and Métis People.

The Algoma Community Legal Clinic is seeking a full-time contract (approx. 2 year) Legal Assistant/Receptionist. Preferred start date to be determined.

**JOB TITLE:** Legal Assistant /Receptionist

**SALARY:** \$48594.64 annually, plus a health and dental benefits package and an employer-paid RRSP contribution - in accordance with clinic policies and the Collective Agreement with the USW. This is a unionized position.

## RESPONSIBILITIES

- The Legal Assistant/Receptionist is primarily responsible for performing reception activities.
- Provide litigation support, administrative and secretarial support to Clinic Staff.
- Daily in-person attendance.

## Required Skills:

### ESSENTIAL SKILLS

The successful candidate must have:

- 2 years' experience in a similar role;
- Knowledge of our community and its resources, including an understanding of poverty and the unique issues and challenges our community experiences;
- Strong interpersonal and customer service skills;
- Excellent verbal and written communication skills, excellent listening skills and the ability to be patient with and assist complex clients;
- Ability to work in a fast-paced, high-volume environment with clients who may be in distress;
- Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook), and the ability to learn new programs;
- Knowledge of social service providers and organizations within our community;
- Be able to multi-task, take initiative, creatively problem solve, manage multiple deadlines, and work independently, as well as part of a team;
- Knowledge of the areas of law that we practice in an asset.

## How to Apply:

**TO APPLY:** Please apply via e-mail addressed to Jacquie Godin, Manager of Administration & Operations with a cover letter and resume by April 18, 2024 to [jacquie.godin@algo.clcj.ca](mailto:jacquie.godin@algo.clcj.ca) with the subject title "Legal Assistant/Receptionist".

### SAULT STE. MARIE

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We are committed to equity, diversity and inclusion. We welcome applications from Indigenous peoples, racialized individuals, people living with disabilities and other historically disadvantaged groups. While we thank all applicants for their interest, however only those selected for an interview will be contacted.

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