



## Legal & Administrative Assistant

The Advocacy Centre for Tenants Ontario (ACTO) is a non-profit community legal clinic specializing in issues that affect low-income tenants in Ontario and funded by Legal Aid Ontario. ACTO's work includes pursuing test case litigation, developing law reform initiatives, community organizing and providing training to other legal clinics to promote housing rights for low-income tenants in Ontario. ACTO also manages the Tenant Duty Counsel Program (TDCP), a service that offers free legal advice to tenants appearing before the Landlord & Tenant Board.

We are seeking a Legal & Administrative Assistant to provide litigation & administrative support to staff. This position is a 2 year contract position.

### RESPONSIBILITIES include:

#### Legal Assistant

- Prepare and file legal documents with courts and tribunals, maintain litigation and other files; assist with the scheduling of court appearances and other appointments and deadlines; and handling of correspondence.
- Prepare materials and coordinate logistics for meetings, training sessions, conferences and other events.
- Assist with advocacy, outreach and law reform projects and campaigns including compiling reports, assisting with the preparation of presentations and coordination of material distribution.
- Maintain computerized statistical records, ensuring the data is accurate and complete, prepare statistical reports.
- Assist with training staff on administrative and computer procedures, including file management systems.

#### Administration

- Coordinate administration of ACTO and TDC programs
- Manage the ACTO intranet and case management system
- Coordinate staff travel and accommodation
- Respond to telephone inquiries and provide referrals
- Manage incoming and outgoing mail and courier
- Book meetings rooms and conference venues
- Provide support for Board and other meetings
- Provide administrative support for program staff

### QUALIFICATIONS:

- Diploma/Certificate from a recognized legal assistant program
- Minimum 3 years' experience as a legal assistant
- Experience with civil litigation preferably at the appeal level
- Sound organizational skills and the ability to prioritize a variety of administrative tasks
- Client service experience and strong communications skills
- Exceptional administrative and organizational skills including the ability to establish and maintain administrative systems
- Excellent Word, Outlook, Excel, PowerPoint and internet skills
- Excellent written communication and proofreading skills including accuracy in grammar and spelling

- Ability to work under pressure with attention to accuracy and detail
- Ability to work with minimal supervision and on own initiative as well as collaboratively as part of a team
- Experience in a legal clinic or other non-profit, community-based organization an asset
- Paralegal certification an asset.

The salary range for this position \$45,000 - \$62,000 with generous benefits. Please send applications by April 9, 2021 to: [thomsot@lao.on.ca](mailto:thomsot@lao.on.ca), with the subject line: Legal & Administrative Assistant.

ACTO is an equal opportunity employer and is committed to establishing and maintaining a diverse and inclusive workplace and encourages applications from equity seeking groups including but not limited to individuals of indigenous descent, individuals who identify as LGBTQ2+, persons with disabilities, members of racialized communities, people of diverse faiths and creeds, and women.

We thank all applicants; however only candidates selected for an interview will be contacted.



