



ADMINISTRATIVE SUPPORT POSITION

Don Valley Community Legal Services (“DVCLS”) is a community legal clinic funded by Legal Aid Ontario. DVCLS provides free, clinic law services to persons of modest income in the areas of housing, immigration and refugee, employment law and income supports. We are located in Toronto and our catchment area is bounded by the Danforth/ Lake Ontario on the South, to York Mills/401 on the North, and from Yonge Street/Don River on the West to Victoria Park Avenue on the East.

DVCLS is seeking an administrative support person to join our Administrative Team on a one-year, full-time contract position with the serious prospect of becoming a full-time, permanent position. This position reports to the Office Manager. The incumbent is responsible for supporting the casework staff in dealing with technological issues, handling reception desk duties and supporting the administrative assistant with general administrative tasks. The successful candidate will be expected to work on site at the DVCLS main office. Anticipated start date is early March 2024.

Qualifications:

- Advance knowledge and skills on WordPress, Adobe Creative Cloud, Microsoft Teams, Zoom, analytics and database clouds
- Strong technical skills and proficient in Microsoft Office/365, including and in particular Excel and Outlook
- Strong communication skills, both verbal and written
- Excellent interpersonal skills
- Ability to deal with difficult clients and those for whom English is not a first language
- Ability to work independently and to work under pressure
- Ability to work in a team oriented workplace
- Willing to work in person at the office on a regular basis
- Ability to train caseworkers on how to use hardware and software to achieve greater technological competency, including and in particular Adobe Creative Cloud for higher level of pleadings

Assets:

- Advance language programming on WordPress, SEO and analytics
- Fluency in French and/or other languages pertinent to DVCLS’s community
- Technical college diploma
- Prior experience working at a community legal clinic and with CIMS

Remuneration:

- Salary range of \$41,140 to \$57,596 based on years of experience and qualifications
- Participation in DVCLS's group health and dental plan
- Great likelihood of position becoming full-time permanent within 12 months timeframe

Applications:

Applications must include a covering letter, resume and contact information for two references.

Applications may be submitted by email to Elena.Angulo@dvcls.clcj.ca or by mail.

The deadline for applications is 5 pm on February 9, 2024. We thank all applicants for their interest, but only those selected for an interview will be contacted.

As an employer, DVCLS is dedicated to building an organization that reflects the diversity of our clients and the communities we serve. This includes diversity in languages spoken, culture, race, sexual orientation and gender identity. We encourage individuals from diverse, marginalized and racialized communities and backgrounds to submit their application.

DVCLS promotes the principles of anti-oppression and adheres to the tenets of Ontario's *Human Rights Code*. Please let us know if you have any accommodation needs regarding the submission of your application.