



INCOME SECURITY ADVOCACY CENTRE  
Centre d'action pour la sécurité du revenu

## **Job Opportunity**

### **Litigation Assistant / Law Clerk**

**Full time contract**

**Preferred start date June 15, 2020**

ISAC is a specialty legal clinic working to advance the income security of low-income communities in Ontario, and has recently expanded its mandate to provide services in employment law and workers' rights. ISAC offers a unique opportunity to work as part of a team that engages in policy advocacy, Charter and human rights litigation, and community organizing. For more information on the work of ISAC, please visit [www.incomesecurity.org](http://www.incomesecurity.org).

We are seeking a Litigation Assistant/Law Clerk with exceptional skills to provide primarily litigation support to legal staff and some administrative assistance to program staff and management. This contract is for 1 year and may be renewed or become permanent.

**Contract Term:** June 15, 2020 to June 11, 2021.

#### **Litigation Support:**

- Provide litigation support, prepare legal documents, file documents with the appropriate courts and tribunals, maintain litigation and other files, and assist with the scheduling of court appearances and ticklers.
- Provide secretarial support and basic legal research to the legal team.
- Maintain inventory and filing system of all legal forms and legal files.
- Open client files and maintain up-to-date contact information for the active files.
- Handle incoming and outgoing correspondence and maintain legal library.

#### **Administrative Support:**

- Manage case management system, ensuring the data is accurate and complete.
- Provide support to advocacy, outreach and law reform projects and campaigns.
- Prepare correspondence and documents.
- Assist with developing office procedures, training staff on administrative procedures and computer applications.
- Provide support for quarterly Saturday board meetings and other tasks as may be assigned.
- Respond to telephone and walk-in inquiries, and provide referrals.
- Work with other support staff at ISAC and sister clinics to ensure reception desk is staffed.

#### **Required Skills and Experience:**

- Formal legal secretarial training or corresponding direct work experience.
- Experience with civil litigation including experience with the Ontario Rules of Civil Procedure and/or Federal Court Rules.
- Strong administrative and organizational skills and the ability to prioritize.
- Good judgment and strong problem solving abilities.
- Excellent MS Word, Excel, Microsoft Outlook and internet research skills.
- Ability to work under pressure with attention to accuracy and detail with minimum supervision.

- Ability to work with diverse communities, particularly low-income and historically marginalized groups.
- Ability to work as a team with lawyers and other support staff.

**Assets:**

- Bilingual (English/French would be an asset).
- Familiarity with income security law (Ontario Works, Ontario Disability Support Program, Employment Insurance, and Canada Pension Plan).
- Experience with appellate level litigation.
- Experience in a legal clinic or other non-profit.
- Experience with webinar software, such as Adobe Connect, Skype for Business.

**Remuneration:**

This is a contract position with an annual salary of \$58,000 - \$65,000 depending on relevant experience. There is a group benefits package and RRSP. Negotiations are underway for a first collective agreement.

**APPLICATIONS**

This position reports to the Office Manager, and is located at ISAC's downtown Toronto office. Candidates must be able to work flexible hours, including some evenings and week-ends.

Applications should be submitted by email or fax or to the address below, addressed to The Hiring Committee.

Please include the following in a single MS Word or PDF file (if submitting through email).

- Cover letter supporting how your credentials /qualifications and experience make you an ideal candidate for this position (one page maximum)
- Current resume (three pages maximum)

**Deadline:** May 1, 2020 before 5 p.m.

**By email:** [incomeadvocacy@gmail.com](mailto:incomeadvocacy@gmail.com)

**By mail or in person:** Income Security Advocacy Centre  
55 University Avenue, Suite 1500  
Toronto, ON M5J 2H7

**By Fax:** (416) 597-5821

ISAC is committed to equity, diversity, and inclusion. We welcome applications from people who are reflective of our diverse community, and from communities who have historically been marginalized. We are committed to providing persons with disabilities equal opportunities to employment, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).

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