



Kingston
Community
Legal
Clinic

ADMINISTRATIVE ASSISTANT JOB POSTING

Job Posting: Administrative Assistant (Permanent)

Schedule: Monday to Thursday (0.8 FTE, 28 hours weekly)

Salary: \$32,320 annually

Start Date: ASAP

About Us:

Kingston Community Legal Clinic (KCLC) is a non-profit community legal clinic serving low-income residents of the City of Kingston, and the Townships of South Frontenac and Frontenac Islands. KCLC provides services primarily in the areas of landlord and tenant law and social assistance law. We are a busy, client-centered office committed to social justice and equitable access to legal support. More information about KCLC can be found at www.kclc.ca.

Position Summary:

We are seeking an organized and professional administrative assistant to join our team. The successful candidate will play a key role in supporting the day-to-day operations of the clinic, ensuring clients and staff are well-supported in a fast-paced legal environment.

Key Responsibilities:

- Front desk reception: answering phones, greeting clients, managing appointment scheduling
- General administrative tasks: filing, data entry, managing mail and supplies
- Providing referrals to other organizations and services
- Assisting legal and administrative staff with routine office functions
- Light cleaning and maintaining a tidy, welcoming office environment

Qualifications and Skills:

- Diploma in Office Administration or equivalent training
- Prior administrative experience (*experience in a legal office is an asset, but not required*)
- Excellent verbal and written communication skills
- Strong time management, organizational skills, and attention to detail
- Ability to exercise sound judgment and make decisions independently
- Strong computer skills, including proficiency in Microsoft Office applications
- A positive, team-oriented attitude and willingness to learn

Compensation and Benefits:

- Annual salary of \$32,320 (0.8 FTE)
- Health and dental benefits (after 3 month waiting period)
- Employer-matched pension plan
- Generous vacation entitlements

How to Apply:

Please submit in PDF format your resume and a cover letter outlining your qualifications and interest in the position along with at least two references (letters preferred) to Rachel Evans, Office Manager at rachel.evans@kclc.clcj.ca.

Applications will be accepted on a rolling basis until the position is filled.

We thank all applicants in advance for their interest. We will only respond to candidates selected for an interview.