



Kingston
Community
Legal
Clinic

ADMINISTRATIVE ASSISTANT JOB POSTING

Job Posting: Administrative Assistant (Permanent, 4-Day Work Week)

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

Salary: \$32,320 annually (\$22.20/hour)

Start Date: As soon as possible

About Kingston Community Legal Clinic

Kingston Community Legal Clinic (KCLC) is a non-profit organization that provides services to low-income residents of the City of Kingston, and the Townships of South Frontenac and Frontenac Islands.

We are seeking an organized and compassionate Administrative Assistant to join our team. As the first point of contact for clients, you will help create a welcoming environment while supporting the day-to-day operations of the Legal Clinic. This is an excellent opportunity for someone who enjoys helping people and wants to contribute to meaningful work in the community.

Key Responsibilities

- Answer phones, greet clients, and schedule appointments
- Maintain electronic and physical files
- Provide information and referrals to community services
- Support legal and administrative staff with office tasks
- Process mail, manage supplies, and assist with general office operations
- Help maintain a welcoming office environment

Qualifications

- Office administration diploma or equivalent experience
- Administrative, reception, customer service, or office support experience
- Excellent communication and organizational skills
- Strong attention to detail and ability to manage competing priorities
- Proficiency with Microsoft Office applications
- A positive, professional, and team-oriented approach
- Experience in a legal, non-profit, or social services setting is an asset

Compensation and Benefits

- Four-day work week (Monday to Thursday)
- Employer-matched pension plan
- Health and dental benefits following the waiting period
- Generous vacation entitlements
- Collaborative work environment

How to Apply:

Please submit a resume, cover letter, and at least two references (letters preferred) in PDF format 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; however, only those selected for an interview will be contacted.