

Community Legal Services of Ottawa

Services juridiques communautaires d'Ottawa

South Office-1355 rue, Bank Street, pièce/Suite 406, Ottawa, ON K1H 8K7 Tel. (613)733-0140 Fax (613)733-0401

CANADA SUMMER JOBS 2018

Job Title: Reception and Casework Assistant
Start Date: June 11, 2018 to August 3, 2018 (8 weeks)
Location: South Office – 1355 Bank Street, #406, Ottawa. Tel: 613-733-0140

The candidate must fit the following criteria for the program as follows:

- a. was registered as a full-time student during the preceding academic year;
- b. intends to return to school on a full-time basis during the next academic year;
- c. is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- d. is between 15 and 30 years of age (inclusive) at the start of employment;
- e. is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- f. is legally entitled to work according to the relevant provincial / territorial legislation and regulations

Responsibilities would include:

- Direct client contact through telephone and in-person reception duties;
- Networking with community agencies for appropriate referrals;
- Photocopying, scanning and faxing of legal documents;
- Help maintain public legal education materials and other resources; and
- Other administrative projects as required.

The successful candidate will have the following:

1. Strong communication skills (written and oral).
2. Ability to efficiently multi-task and meet deadlines in a fast-paced environment.
3. Ability to respond sensitively to client needs.
4. Ability to work in a team environment.
5. Strong computer skills, preferably Microsoft (Word, Outlook).
6. English essential with strong working knowledge of French (or another language an asset).

Candidates may submit their resumes by: Email: st2_sott@lao.on.ca or
Fax: 613-733-0401 or Mail: 406-1355 Bank Street, Ottawa, ON K1H 8K7 ATT: Hiring Committee
by May 25, 2018.

Only those considered for an interview will be contacted. Thank you.

Downtown Office
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