

Community Legal Services of Ottawa

Services juridiques communautaires d'Ottawa

West Office - 1301, ch. Richmond Road, Ottawa, ON K2B 7Y4 Tel. (613) 596-1641 Fax (613) 596-3364

CANADA SUMMER JOBS 2018

Position: Casework and Outreach Assistant
Start Date: June 4 to August 24, 2018 (12 weeks)
Location: West Office – 1301 Richmond Road, Ottawa. Tel: 613-596-1641

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 must submit their resumes by email to weststud2@lao.on.ca or fax: 613-596-3364 or mail: 1301 Richmond Road, Ottawa, ON K2B 7Y4 **by May 22, 2018.**

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

Downtown Office
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South Office
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West Office
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