

JOB POSTING

Legal Assistant, Access to Justice
Full-Time Ongoing
Job #25-14

ABOUT THE 519

The 519 is a community centre committed to the health, happiness and full participation of the Two-Spirit, Queer, Trans, Non-Binary and Gender-Diverse (2SQTNB+) communities. All directly operated programs and services at The 519 including weekly drop-ins, community food initiatives, housing and shelter support, newcomer settlement services, child and family development, youth and elder programs, legal and tax clinics, access to justice health justice programming, education, training, community organizing, and advocacy focus on the needs of the local and broader 2SQTNB+ communities.

Physically located in Toronto, The 519 is the largest community centre of its kind. Access to justice services, legal education, public awareness and community engagement workshops are available in hybrid formats. Our communities have experienced intergenerational injustices that require both engaging community justice initiatives and access to justice legal education programming in order to support longstanding shifts in social, legal, and health equity.

We aim for an Ontario-wide reach, especially for culturally-competent legal advice services and legal education workshops where 2SQTNB+ communities may lack access otherwise. We also aim to support capacity building in smaller centres throughout Ontario through legal education and legal services.

The 519 is committed to racial justice and reconciliation with Indigenous communities. The 519 works in partnership with over 50 community partners and educational institutions to improve the wellbeing of the 2SQTNB+ communities including those individuals experiencing marginalization and impacted by racism. The organization seeks to improve the lives of the communities we work with and ensure that diverse 2SQTNB+ experiences and identities are reflected in staffing and organization.

PRIMARY FUNCTION

Reporting to management, the Legal Assistant, Access to Justice position is an experienced legal assistant with strong knowledge of legal issues affecting Two-Spirit, Queer, Trans, Non-Binary and Gender-Diverse (2SQTNB+) communities and strong skills in both front-end service delivery and legal administrative services that support all aspects of Access to Justice Department programming at The 519.

KEY ACCOUNTABILITIES

- Act as the initial community contact with the Access to Justice department including receiving and responding to telephone, email, and in person inquiries from the public on a daily basis and at our weekly in person lobby Health Justice Hub.
- Draft and format an array of general documents, including but not limited to: letters, memos, correspondence and legal documents related to the case support program, the wills drafting program and select legal advice program files.
- Maintain physical and online file document management and correspondence through opening and closing case files, maintaining dockets, scanning, faxing, photocopying, mailing, collating documents and online communications, documents and any other legal

JOB POSTING

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material.

- Draft various court documents or forms in the required formatting. For example, draft and file of legal / court documents in prescribed forms, as well as docketing and case file management in required formats.
- Compile information related to cases. Organizes evidence, pleadings, correspondence, factums, and trial briefs. Ensure that due dates and limitation dates are diarized and brought to legal service providers' attention.
- Maintain a bring-forward reminder system.
- Prepare, serve and file documents in accordance with Tribunal and Court rules. Forward documents to process server or appropriate legal official upon receipt.
- Maintains current standard form agreements, legislation, by-laws and precedents.
- Perform legal research relevant to legal assistance and contribute to template communications, guides, and manuals to Access to Justice programs for effective community access and pro bono volunteer engagement.
- Perform legal research relevant to legal assistance and contribute to template communications, guides, and manuals to Access to Justice programs such as advice clinic, case support, wills drafting and mock hearing programming for effective community access and pro bono engagement.
- Carry out initial intake interviews with community members over the phone or in person for case support, wills drafting and mock hearing programs. Schedule appointments and follow up on referrals as necessary. Assist with disability accommodation where required
- Provide legal information and make appropriate referrals to the public.
- Connect community members to internal and external services and programs.
- Manage data and documents related to the case support and mock hearing programs on the Salesforce database.
- Recording data related to telephone calls, interviews, meetings and correspondence from community members into the Salesforce database system.
- Maintain and update the program website pages, events and online materials for the Department on The 519's website with information provided by other Access to Justice team staff.
- With information provided by Access to Justice staff, maintain the Access to Justice programs calendar for staff, volunteers and the public.
- With information provided by Access to Justice staff, maintain an up-to-date Access to Justice Pro Bono roster.
- With information submitted by Access to Justice staff, maintain The Legal Advice Clinic Resources and Referrals binder.
- Provide legal administrative support services.
- Support Access to Justice legal education and community justice initiative activities (e.g. support audio-visual, room set up, event management and note-taking at legal education and community justice initiative events).
- Support outreach efforts of other Access to Justice team members by sending information compiled to relevant connected stakeholders.
- Note-taking at various meetings.
- Support ongoing improvements to systems and procedures for administering and tracking legal clinics, reducing barriers and increasing accessibility of services.
- Implement and abide by The 519's policies procedures and comply with all applicable

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legislation and regulations including coordination and training of volunteers, confidentiality, MFIPPA and purchasing and inventory control systems.

- Participate and support one of The 519's cross-organizational advocacy priority areas.
- Other duties as assigned.

REQUIRED KNOWLEDGE AND EXPERIENCE

- A minimum of 3 years of relevant experience in legal assistance and/or office administration support.
- A post-secondary certificate in legal office assistance, law clerk, paralegal studies or a post-secondary degree in a relevant field matched with experience in office administration.
- Significant experience working with 2SQTNB+ community members. Lived experience is a strong asset.
- Experience working with the public through a variety of communication modes: in person, over the telephone, video-conferencing and email.
- Experience working with individuals facing multiple barriers such as homelessness.
- Strong client relationship skills: building trust, interview techniques, and record-keeping.
- Legal administrative case file management experience and skills.
- Exceptional organizational and data management skills.
- Strong written and verbal communication skills.
- Experience organizing online file systems within a database and maintaining a bring-forward system.
- Excellent time management and attention to details.
- Experience working with client data management systems.
- Experience updating and organizing online information.
- Outstanding computer skills (particularly Microsoft Suite and database programs).
- Strong skills in information technology and event support.
- Working knowledge of MFIPPA and other relevant legislation.
- Strong interpersonal and team communication skills.
- Strong initiative for improving legal programs' processes. Development of processes to improve systems.
- An understanding of the systemic nature of oppression, particularly the intersection of gender, race, sexuality, and class.

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POSITION DETAILS

Position Status	Full-Time, Ongoing
Union Status	Non-Union/Exempt Position – Wage Grade 3.5
Starting Hourly Wage	\$59,258 starting rate (City of Toronto 2025 Wage Grid) (Range is \$59,258-\$74,836)
Benefits	Enrolled in health, dental, life and disability benefits after completing probation; Mandatory OMERS pension enrollment from day one.
Hours of Work	35 hours per week, generally Monday to Friday 9:00 a.m. – 5:00 p.m., some evenings and weekends are required.
Vacation	3 weeks per year
Location	Due to the nature of the work, this job will be performed on-site at The 519.

APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to Careers@the519.org no later than **Sunday, May 18, 2025**. Please quote **Job #25-14** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 25-14 First Name Last Name". Please also share **which pronouns you would like us to use** when corresponding with you (directly and within The 519) in your email or your cover letter.

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants. No agencies please.

Accommodation: *The 519 is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.*