



## **Administration**

- Follow the legal program budget and submit expenses as per the organization's financial protocols
- Assist with program reporting and statistics for the legal clinic
- Assist with the hiring, onboarding, and offboarding of legal program staff and volunteers

## **Outreach**

- Attend conferences and participate in professional development opportunities to engage with local community members and government agencies
- Support the Legal Program Director with community initiative tasks as needed

## **Organizational Operations**

- Collaborate with the legal team to ensure the smooth operation of legal programming
- Participate in office coverage shifts
- Participate in Front Desk replacements
- Participate in committees as needed
- Participate in team retreats, and Head & Hands events (ex. AGM)
- Assist in the maintenance of Head & Hands and building (ex. Spring Cleaning)
- Represent Head & Hands as needed, and according to workload.

## **Strategic Planning**

- Contribute to the overall vision and direction for the program

## **Requirements**

*Note : Head & Hands believes in building up the skills of our employees, and encourages folks with less formal or traditional experience to apply for all job posts.*

- Post-secondary education in a relevant field or equivalent combination of education and relevant work experience
- Minimum 1–2 years of experience in administration, program coordination, or client-facing work
- Strong organizational and time-management skills, with the ability to manage multiple priorities
- Excellent written and verbal communication skills in English.
  - Bilingualism in French and English (spoken and written); other languages relevant to the NDG/Montréal community are an asset,
- Comfortable using Google Workspace (Docs, Sheets, Drive) and able to learn new software.
- Understanding of confidentiality, case documentation standards, and data protection best practices
- Familiarity with community resources, governmental services, and legal aid systems in Quebec
- Commitment to anti-oppressive, harm reduction, and youth-centered practices

- Ability to work respectfully with diverse communities, including youth from marginalized backgrounds
- Flexibility for occasional evening or weekend events, meetings, or outreach

## Assets

- Experience in a legal clinic, law firm, or other legal services setting
- Experience in community-based organizations or non-profits
- Experience coordinating volunteers or interns
- Experience with data tracking, statistics, and program reporting
- Knowledge of Quebec laws and legal processes affecting youth
- Awareness of local community organizations and networks
- Comfort producing and updating resource materials (e.g., info sheets, referral lists)

## Working conditions

- Salary : 25\$/hr + seniority
- Length of contract : 2 years with possibility of renewal
- Place of work : 3465 Ave. Benny (Montreal)
- Schedule : 28hr/week
  - Flexible schedule, but requires certain availability for openings and/or closures and sometimes on weekends and evenings for special events.
- Vacation
  - 6% on first year (~3 weeks), 8% on subsequent years (~4 weeks)
  - 2 week vacation period in the winter closure
  - Occasional summer closure
- 20 paid days for health days or personal time off.
- 9 statutory holidays
- Group health insurance, after 3 months of employment.

## Application Process

- Interviews will take place on **September 5th and 8th** at the Benny office.
- Start date : **September 16th**
- Deadline to apply : **August 29th, 2025 at 12pm**
  - All candidates will be sent a confirmation that their application was received, but only those candidates selected for an interview will be contacted further.

## How to Apply?

Please apply by submitting your CV and cover letter to [humanresources@headandhands.ca](mailto:humanresources@headandhands.ca) including "Legal Clinic Assistant" in the subject line. Guidelines for preparing your CV and cover letter are available [on our website](#), and no incomplete applications will be accepted. We will make every effort to accommodate the needs of applicants with disabilities.

Please contact [humanresources@headandhands.ca](mailto:humanresources@headandhands.ca) for accessibility-related questions or requests.