

# JOB OFFER LEGAL CLINIC COORDINATOR

Head & Hands envisions a society where all youth are participants and are inspired by the endless possibilities available to them. Our mission is to work with youth to promote their physical and mental well-being. Our approach is preventative, non-judgmental, and holistic with a fundamental commitment to providing an environment that welcomes youth without discrimination. We facilitate social change and the empowerment of youth based on their current needs within our community and society at large.

As an organization that works to facilitate social change and the empowerment of diverse communities of youth, Head & Hands recognizes that experiencing marginalization and oppression often presents challenges, but also informs valuable skills and perspectives. We strongly encourage BIPOC (Black, Indigenous, People of Colour), people with disabilities, women, Two-Spirit and queer people, trans people, and other candidates who experience marginalization to apply to this position and to self-identify when you apply. We are committed to creating a workplace as diverse as the communities we serve, and to supporting our staff with ongoing career development opportunities.

### **About the Position**

The Legal Clinic Assistant will work closely with the Legal Program Director to support the operations of the Head & Hands legal program, with a particular focus on coordinating the legal clinic.

# Responsibilities:

## Client work and services

- Coordinate the weekly legal clinic, client intake, and caseload work
- Develop and maintain up-to-date legal information resource sheets
- Coordinate client referrals to appropriate community, governmental, and legal organizations
- Ensure proper documentation and confidentiality for client cases, and follow protocols for escalation and problem-solving of any client issues or complaints
- Attend peer supervision meetings to receive support on managing client work







#### 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 <a href="https://humanresources@headandhands.ca">humanresources@headandhands.ca</a> including "Legal Clinic Assistant" in the subject line. Guidelines for preparing your CV and cover letter are available <a href="https://onestyle.com/on

Please contact <a href="mailto:humanresources@headandhands.ca">humanresources@headandhands.ca</a> for accessibility-related questions or requests.