



JOB POSTING: Legal Assistant / Law Clerk

Location: Remote

Reports to: Director of Client Services

Job Type: Full-Time, Permanent

Salary Range: \$50,000 - \$62,000 per year and benefits.

About CCHR

The Canadian Centre for Housing Rights (CCHR) is one of Canada's oldest charities working to advance the right to adequate housing. Founded in 1987, CCHR has worked tirelessly for over 38 years at the intersection of human rights and housing and is one of Canada's leading NGOs working in social and economic rights. CCHR works to advance the right to adequate housing by:

- **Serving clients to help them stay housed:** CCHR provides free support to renters facing eviction and housing-related human rights violations. Each year, we assist over a thousand tenants, helping some of Ontario's most vulnerable people avoid displacement and remain housed.
- **Providing education and training about housing rights:** CCHR provides public education and training on housing rights and human rights in housing to diverse groups across Ontario, reaching approximately 4,000 people annually. We work with community partners to train individuals and communities about their housing rights and how to assert them, and we engage with landlords to educate them about their obligations as housing providers.
- **Advancing rights-based housing solutions:** CCHR advances rights-based housing solutions through research, policy development, advocacy, and law reform. Notable achievements include setting a legal precedent preventing landlords from discriminating against renters who receive social assistance, launching a constitutional challenge against the federal government for failing to take action against homelessness, and coordinating the Right to Housing Toronto (R2HTO) network.

Working at CCHR

CCHR is a collaborative and cross-functional team of about 20 motivated professionals working across Canada, linked by our commitment to advancing the right to housing.

Over the past four years, the organization has grown significantly, expanded our work nationally, and developed innovative ways to engage communities, individuals, and organizations to support rights-based housing solutions. CCHR's 2025-28 strategic plan aims to tackle Canada's housing affordability crisis head-on through initiatives that promote affordability, equality, and security of tenure across the country.

Position Summary

The Law Clerk plays a central role in supporting our litigation services. With a primary focus on supporting our legal counsel, maintaining records, reporting, and providing legal information to tenants, this position ensures that our legal team can operate with accuracy and efficiency. The ideal candidate brings strong technical skills, attention to detail, and a service-oriented approach to working in our dynamic, mission-driven team.

Key Responsibilities

Legal

- Organize and maintain electronic files; manage undertakings, refusals and follow ups.
- Follow up with clients respecting the delivery and completion of documents during and after service delivery.
- Prepare draft documents for negotiation and litigation, including at the Landlord and Tenant Board, Divisional Court and other administrative and judicial tribunals.
- Assist staff with regulatory and compliance requirements.
- Assist with hearing and trial preparation (witness lists, exhibit binders, logistics and attendance as needed).
- Track deadlines and limitation periods; implement tickler systems and reminders.
- Communicate with clients and external parties in a professional, clear and timely manner.
- Receive calls, triage clients and provide legal information to Ontario residents through CCHR's intake line
- Perform other legal support tasks as required.

Records and Reporting

- Perform quality assurance on databases to support the effective use of this data for CCHR initiatives.
- Support leads and the director in the collection, organization and provision of reporting data to funders.
- Prepare reports and summaries using advanced Excel techniques.
- Support outcomes tracking for grants and project-specific reports.

Administration

- Provide day-to-day administrative support to the Director, including internal communications, scheduling, meeting coordination, agenda preparation, and minute-taking.
- Create repeatable checklists and mini-SOPs for common tasks; share tips and training with the team.
- Manage client supporting systems, including document organization through SharePoint and Practice Panther.
- Support the management of the voicemail system.
- Liaise with the external IT service provider to coordinate and escalate requests
- Maintain shared calendars, filing systems, and workflow documentation.
- Assist with onboarding and offboarding students and legal staff.
- Assist with coordinating internal HR processes such as training, leave tracking.
- Ensure discretion and confidentiality with client data.

Qualifications

- Diploma from a recognized Law Clerk program.
- Prior law clerk experience.
- Proficient in MS Office, SharePoint, Adobe, Asana, Docusign and case management systems.
- Knowledge of Ontario housing law.
- Knowledge of privacy, confidentiality, and data security best practices.
- Charity or nonprofit experience is a strong asset.

- Flexibility to meet occasional after-hours deadlines when required by the court schedule.

Skills and Attributes

- Excellent organizational, analytical, and problem-solving skills.
- Strong attention to detail, problem-solving, and analytical skills.
- Excellent communication and people skills.
- Proven ability to prioritize, juggle multiple tasks, work under deadlines and take initiative.
- High degree of discretion and professionalism in managing confidential data.
- Able to learn new software/technology.
- A proactive, accountable mindset; ability to work independently and within a small, fast-moving team.
- Ability to work under pressure and adapt quickly to shifting priorities.
- A flexible attitude with a focus on impact and quality.
- Proficiency in French or other languages is considered a strong asset.
- We recognize and value the unique perspective that people with lived experience of poverty and/or precarious housing bring, in addition to the qualifications listed.

Working Conditions

This is a remote role; with possible, infrequent, mostly-flexible in-person work in the City of Toronto office. Standard business hours apply, with some flexibility.

- Reliable home office setup suitable for remote work, including stable internet and a quiet work environment.
- Extensive computer use and prolonged periods at a workstation.
- Frequent participation in virtual meetings and use of telecom tools effectively.
- Some lifting of equipment or supplies up to 30 lbs.
- On-site work in a small office space.

Benefits

- Health and Dental benefits
- Accidental Death & Dismemberment (AD&D) insurance
- Long-term disability insurance
- Life insurance
- Employer-sponsored RRSP (Registered Retirement Savings Plan)
- Group and individual professional development opportunities.

Paid Time Off

- Four weeks (20 days) of paid vacation annually
- 10 paid sick days per year
- Birthday off
- Office closes Dec 25-Jan 1st and Friday afternoons in summer.

To apply for this job

Applications should include a resume and cover letter in one PDF document submitted by email to opportunities@housingrightscanada.com with the subject line: *Application – Law Clerk – Your Name*. **CLOSING DATE: April 2, 2026.**

At CCHR, we believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, racial, ethnic, and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply.

We are committed to full compliance with the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Occupational Health and Safety Act, and all other applicable legislation. We will provide accommodation during the hiring process upon request, and information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted. AI is not used in this hiring process. **No telephone or email enquiries, please.**