

Peterborough Community Legal Centre

Legal Services – Summer Youth Employee – Administrative Assistant - Legal

Peterborough Community Legal Centre (PCLC) is hiring a summer youth employee for an 8 week contract. Funding: Canada Summer Jobs. The contract will start no later than Monday, July 8, 2019 and end no later than Friday, August 30, 2019. Rate: 35 hrs/wk, Monday to Friday, at \$15.00/hr. Required: Aged 15 – 30, Canadian Citizen/permanent resident/refugee claimant, valid SIN number.

Job duties include: assisting legal staff, reception, data processing, secretarial. Hiring requirements include: commitment to social justice, university credits, Word/Excel, excellent language skills/ people skills.

PCLC is committed to equity and diversity and welcomes applications from people who are reflective of diverse communities. In particular, PCLC intends to hire youths identified by Canada Summer Jobs as having additional barriers to employment: Indigenous youths, youths with disabilities, youths who belong to a visible minority, youths who are new immigrants/refugees, LGBTQ2 youth, women in science, technology, engineering and mathematics and youth who have not previously been employed and for whom this would be their first job experience.

Reply in-person or by fax with cover letter, resume and list of references to: Melinda Rees, Executive Director, Peterborough Community Legal Centre 150 King Street, 4th Floor, Peterborough, ON, K9H 2R9 Fax: 705-749-9360.

Deadline for applications: 4:30 p.m. on Wednesday, June 26, 2019. Interviews to take place on July 4, 2019. Thank you for applying. Only those selected for interview will be contacted.