



KINNA-AWEYA LEGAL CLINIC CAREER OPPORTUNITY

Administrative Assistant – Permanent, full time – Marathon, Ontario

Kinna-aweya Legal Clinic provides legal advice and assistance to residents of the District of Thunder Bay, particularly Indigenous people, who need assistance with poverty law issues.

We are seeking a client-oriented Administrative Assistant with previous experience in a professional office. The Administrative Assistant will be responsible for managing office reception, identifying intake matters, gathering and inputting information, making appropriate referrals, document preparation, event planning, and general office administration duties.

PRIMARY JOB DUTIES:

- Managing office reception by answering the telephone and greeting people who come in to the clinic
- Identifying matters for intake and gathering information in accordance with office policies and procedures
- Making appropriate referrals
- Information management and documentation using a Microsoft CRM system
- Document preparation including letters, reports, and legal documents
- Event planning, membership administration and liaison
- Processing incoming and outgoing mail, paper digitizing, scanning, photocopying, filing, office administration, ordering supplies, and other related duties as required

MINIMUM QUALIFICATIONS:

- Certificate or diploma in Office Administration or similar program/equivalency
- Experience working in a law office or other professional office
- Excellent computer (MS Office) and information management (MS CRM) skills
- Excellent customer/client-oriented service skills
- Excellent oral and written communication skills
- Knowledge of community and legal resources
- Office administration experience
- Lived experience/competency with respect to Indigenous culture and issues
- Membership/interest in joining the Association of Administrative Professionals/AAP an asset

Salary range approximately \$48,000-\$60,000 plus pension and group benefits

Interested candidates are asked to submit their resume and cover letter:

By email to cindy.johnson@kinna.clcj.ca

Required subject line: **Administrative Assistant Application**

Or by mail to Kinna-aweya Legal Clinic, 86 S. Cumberland Street Thunder Bay, ON P7B 2V3

Or by Fax (807) 345-2842

DEADLINE FOR APPLICATIONS: 4:30 p.m., Friday, January 23, 2026