



South Asian Legal Clinic of Ontario (SALCO) Canada Summer Jobs – Summer Student 8 weeks (240 Hours) – Start Date: June 18, 2018

The South Asian Legal Clinic of Ontario is a community legal clinic funded by Legal Aid Ontario (LAO). We provide legal advice and representation to low-income South Asians in the Greater Toronto Area, including, but not limited to, clients from the Caribbean, Bangladesh, Pakistan, India, Sri Lanka, and other people of South Asian origin. Areas of law practiced include Immigration, Human Rights, Income Maintenance (Ontario Works, Ontario Disability Support Program, Canada Pension Plan, Old Age Security, and Employment Insurance), and Tenants Rights.

The clinic is seeking a Summer Student (funded under the Canada Summer Jobs Program) to join our team from June 18, 2018 to August 10, 2018 (start and end date slightly flexible).

Job Responsibilities:

- Administrative duties (typing, filing, data entry, reception coverage)
- Assisting lawyers and community legal workers on cases (including immigration, income maintenance, tenancy, employment, etc...). Work could include research, drafting correspondence, preparing legal documents, sitting in on client interviews, etc...
- Updating public legal information materials;

Qualifications:

- High school or post-secondary student;
- Second South Asian language an asset;
- Legal experience / law school attendance an asset; and
- Strong oral and written advocacy skills.

Interested candidates are asked to submit a résumé with covering letter by 5:00 p.m. on May 31, 2018 to:

SALCO Hiring Committee: wimalev@lao.on.ca
South Asian Legal Clinic of Ontario
106A – 45 Sheppard Avenue East, Toronto, Ontario, M2N 5W9
Tel: 416-487-6371

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

While we thank all applicants for their interest, only those selected for interview will be contacted.