



## Calgary Legal Guidance Full-Time Legal Assistant

### COMPANY OVERVIEW

Over fifty years ago, a group of law students wanted to change access to legal services for the many people experiencing poverty and/or homelessness in Calgary. These students saw a growing need for legal support and wanted to help people experiencing the most significant barriers and vulnerable circumstances. Pre-dating Legal Aid Alberta, Calgary Legal Guidance was created through their vision in 1972. Calgary Legal Guidance is known as the first pro bono legal clinic in Alberta. Calgary Legal Guidance (CLG) plays an important role in Alberta's justice sector and increases access to justice through free legal programs and services to thousands of people every year. All programs and services are designed to support Calgarians who face financial and other barriers to accessing legal services. As a non-profit organization, CLG offers a wide range of legal support including legal information, advice, and assistance in areas not provided by Legal Aid Alberta.

### THE ROLE

The Legal Assistant plays a key role in communicating with clients and supporting the Immigration Program Team in the provision of services to clients in the program. Reporting directly to the Managing Counsel, Immigration and Elder Law Programs, the Legal Assistant serves as the first point of contact for clients, providing updates and answering inquiries. The position also provides administrative support, prepares documentation and maintains documentation, administrative and client management systems.

This is a regular full-time position working 35 hours per week. Working as part of an integrated legal program team, this role combines empathy and efficiency in a fast-paced, high-volume setting. Successful candidates are skilled in administrative functions, client service delivery and demonstrates strong organizational skills.

### PRIMARY FUNCTIONS AND ACCOUNTABILITIES

Responsibilities include but are not limited to:

- Perform a variety of legal and administrative duties, including verifying and recording client data electronically in Practice Panther (client record management system)
- Maintain an organized filing system (electronic and paper copy)
- Open, Close, and Archive client files (electronic and physical file)
- Meet and triage clients remotely and in-person
- Schedule appointments for the Immigration Lawyers
- Arrange interpreters for client meetings and send out documents for translation
- Commission Affidavits and Statutory Declarations
- Assist with pulling data from Practice Panther as needed for various reports and funding applications
- Determine client Intake eligibility for assistance under CLG Income and Asset Guidelines and Immigration Program service parameters
- Provide general immigration information and referrals for immigration related services

- Respond to general inquiries received on Immigration Intake Telephone Line
- Provide administration and/or triage support to Team during and after legal clinics or webinars
- Assess client needs and legal issues in advance of client's initial interview with either the advocate or the lawyers
- Attend Canada Post and Federal Court Registry on request

## THE CANDIDATE

The preferred candidate possesses the following skills, experience and qualifications:

- Successful completion of a Legal Assistant Certificate or Diploma from a recognized post-secondary institution
- Minimum of 5 years related work experience in a law office or other legal setting
- Knowledge of immigration terminology is an asset
- Ability to proofread and prepare Immigration applications including study & work permits, TRVs, sponsorships, H&Cs, appeals is an asset
- Commissioner For Oaths in and for the Province of Alberta appointment considered an asset/is preferred
- Strong communications skills both verbal and written, proficient in English, multilingual or cross-cultural communication skills is a definite asset
- Fluency in a second language is an asset
- Exceptional attention to detail to ensure assignments are completed with accuracy
- Strong interpersonal skills to establish and maintain effective working relationships internally and externally
- Excellent communication and interpersonal skills including the ability to engage with clients who have complex needs and may present in times of crisis
- Ability to maintain confidentiality at all times
- Familiar with Federal Court processes and filing systems, including the preparation of documents to be submitted to Federal Court is an asset/is preferred
- Familiarity with legal software, Microsoft Office Suite (Word, Excel, PowerPoint), and document management systems.
- Ability to work independently and with team members
- Exhibits a dedication to upholding the principles of access to justice
- Proven commitment to delivering high-quality client service
- Strong organizational abilities to manage multiple tasks and deadlines effectively while maintaining accuracy.

## WHAT WE OFFER

Salary range is \$50,000 - \$65,000 per annum and will be commensurate with experience. A comprehensive benefits package is also provided.

Calgary Legal Guidance (CLG) is proud of our fun, diverse, professional, and energetic workplace culture. We offer a healthy and positive career-life balance that values the contribution of all staff. We invite all qualified candidates to apply.

Please forward your resume and cover letter as a [single PDF document](#) to the attention of the Hiring Team via email at [careers@clg.ab.ca](mailto:careers@clg.ab.ca) no later than Friday, January 23<sup>rd</sup>, 2026.

*We thank all applicants for their interest, however, only those being considered for an interview will be contacted. No phone calls please.*