



**Calgary Legal Guidance**  
**Full-Time- 1 year contract**  
**Administrative Assistant- Data Entry and Client Support**

**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.

Calgary Community Court (CCC) is an innovative court diversion program created by Calgary Legal Guidance in partnership with the City of Calgary Municipal Law and Enforcement team. It connects individuals struggling with trauma, addiction, mental health, and/or homelessness that result in bylaw infractions with critical supports. CCC provides people with representation, connecting them to resources before their matters reach criminality; and most importantly restores trust in crisis response and justice systems.

**THE ROLE**

This is a full-time contract for 1 year working 35 hours per week. This role will involve a large volume of data entry into our client management system, making and recording accurate notes, organizing and maintaining client information, supporting triage for individuals accessing CCC, greeting and signing in CCC participants at the courthouse and supporting team members as required.

The successful candidate will demonstrate high levels of attention to detail, maintain confidentiality, has a strong work ethic and excellent communication skills. CLG is a poverty law office, and our priority is serving clients with low income who are seeking and/or receiving legal services. Our services use trauma-informed, culturally safe, and strength-based practices and approaches to meet the diverse needs of individuals accessing support.

**PRIMARY FUNCTIONS AND ACCOUNTABILITIES**

The successful candidate will work closely with the CCC team consisting of lawyers, social workers, legal assistants and advocates to provide support and data entry including but not limited to:

- Supporting intake duties at CCC and ensuring that the reception area is properly stocked with documents and supplies.

- Entering data collected by CCC and ensuring data is entered consistently and accurately.
- Following up with participants as required.
- Triaging CCC email inquires.
- Maintaining client files, program data and reporting documents under the direction of the lawyers.
- Commitment to a shared practice of learning about trauma-informed approaches and supporting one another's well-being.

## **THE CANDIDATE**

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

- Successful completion of a Diploma or Degree in a related field is an asset.
- High degree of attention to detail.
- Excellent communication and interpersonal skills including the ability to work with a multidisciplinary team.
- Ability to maintain professional boundaries and maintain confidentiality.
- Well-developed interpersonal, and conflict resolution skills.
- Ability to work independently and with team members.
- Proven commitment to delivering high-quality participant service.
- Ability to organize large amounts of data to allow for easy retrieval.
- Strong organizational abilities to manage multiple tasks, and deadlines effectively.
- Having experience working with disadvantaged and/or marginalized persons, will be an asset.
- The successful candidate will be required to provide a current Vulnerable Sector police check.

## **WHAT WE OFFER**

Salary range is \$ 48,230-52,000 per annum. 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 Thursday July 16, 2026.

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