



JOB POSTING

Calgary Community Court Coordinator (Full-Time)

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 position working 35 hours per week. This role will involve working with service providers, CCC participants and external stakeholders. This role reports to the Managing Counsel for the Homeless Outreach Program and CCC program.

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 coordinate CCC service delivery including but not limited to:

- Supporting the development of internal processes for the CCC program, implementing program refinements or changes and ensuring program quality assurance activities
- Scheduling advocate staff and volunteers
- Engaging with service providers to explore collaborative opportunities

- Assisting in the preparation of Memorandums of Understandings (MOU) and managing MOUs with service providers
- Monitoring and responding to feedback or concerns related to the CCC program
- Managing CCC supplies and resources to ensure a consistent quality experience with CCC participants
- Working closely with CCC program lawyers and CCC case management staff to monitor CCC participant volumes and experiences
- Developing and provide presentations and training regarding CCC
- Attending and participating in stakeholder meetings
- Assisting in the compilation of quarterly and other report requirements
- Commitment to a shared practice of learning about trauma-informed approaches and supporting client well-being
- Supporting team members as required

THE CANDIDATE

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

- Successful completion of a Diploma or Degree in a related field: Social Work, Human Services, Community Support, Justice or health related discipline
- Minimum of 3 years related work experience working with individuals experiencing trauma, mental health and/or vulnerable circumstances
- Demonstrated resourcefulness and strong working knowledge of community resources
- Excellent communication and interpersonal skills including the ability to engage with participants who have complex needs and may present in times of crisis
- Capability to engage with a variety of stakeholders
- 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 service
- Strong organizational abilities to manage multiple tasks, and deadlines effectively
- The successful candidate must satisfactorily complete a Police Information Check with Vulnerable Sector Search (PICVSS).

WHAT WE OFFER

Salary range is \$ 64,000 - \$68,000 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 no later than Thursday, October 1, 2026.

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