

**Position:** Assistant / Law Clerk

**Location:** Downtown Toronto (Currently working remotely)

## Overview

Landings LLP is a full-service Refugee, Immigration and Human Rights Law firm. Landings LLP represents individuals seeking refugee protection, temporary and permanent immigration status in Canada and Canadian citizenship. We also assist individuals and their families when problems arise with their immigration status. In addition, we act for non-government organizations who want legal advice, and we challenge unjust laws and government actions through constitutional litigation. We are often involved in high-profile cases and regularly appear before the Immigration and Refugee Board and all levels of Court, including the Supreme Court of Canada. We seek an Assistant / Law Clerk to join our growing team of three partners, 3 lawyers / articling students, 2 law clerks, an executive assistant and an intake coordinator, to support one of our partners.

## Position overview

1. Support file (legal) and project work (non-profit);
2. Maintain administrative systems to keep the office running smoothly (organizing, filing, billing, scheduling, and calendaring); and
3. Streamline processes.

## The ideal candidate

Our ideal candidate is supremely well-organized, articulate, and thrives in a fast paced environment. You are compassionate, patient and empathetic. You are able to work with people whose first language may not be English, individuals who have experienced trauma or who may have mental health concerns. A demonstrated interest in working with refugees and migrants is an asset.

You are detail-oriented and a quick learner. You are a team player and enjoy working collaboratively. You are proactive and follow through on tasks. You know that providing excellent legal services requires clear communication and an organized and efficient office.

Experience or training as a law clerk, legal assistant or administrator, and a high comfort with using technology, are assets.

## Responsibilities and tasks

- Providing support to the lawyers on case preparation and special projects
- Draft invoices
- Support lawyer with file work
- Calendarize deadlines and follow-ups
- Draft correspondence
- File materials with tribunals and courts
- Close files
- Review documents and organize files

- Track client documents
- Register lawyer for courses and conferences

Salary: Commensurate with experience.

**Landings LLP will consider applications on a rolling basis. Please send your resume and covering letter to [wshazadimeighen@landingslaw.com](mailto:wshazadimeighen@landingslaw.com). Only applicants who are offered interviews will be contacted.**