

**Toronto CCM Centre Legal Clinic
Volunteer Position Posting**

CCM Toronto Centre Legal Clinic is an urban mission ministry. Its objective is to serve and reach out to anyone who is faced with a legal problem, and by journeying with them through their legal struggles, witness the love of God. For information about the Legal Clinic, see <https://legalclinic.ccmcanada.org/toronto/en/>

Position Title: Intake and Casework Volunteers

Employment Type: Volunteers

Application Deadline: Ongoing

How to Apply: Fill out application form here <https://legalclinic.ccmcanada.org/toronto/join-us/>.

Position Requirements

The Legal Clinic is looking for Cantonese and/or Mandarin-speaking legal professionals or paralegal/law school students to volunteer in general legal clinic intake work, drafting of legal letters, drafting and filing of Landlord & Tenant Board applications, and be the spiritual friend of legal clinic clients and the liaison person between them and volunteer lawyers. Volunteers are expected to volunteer for up to 4 hours per month. Intakes will generally be conducted virtually. Volunteers for L&T intakes are, however, expected to be available in person in a Scarborough location. Training on intakes and L&T drafting/filing will be provided. Retired legal professionals are welcome to apply.

Main Duties

- To conduct intakes and provide intake summary for review by legal clinic director.
- To contact and follow up with clients from time to time.
- To provide spiritual guidance and prayer support for clients, when appropriate.

Qualifications

- Training and experience in paralegal, law clerk or lawyer practice.
- Be a mature Christian.
- Passion to serve people.
- Responsible and accountable.

Note: We thank all candidates for their interests. However, only those selected for interviews will be contacted.