



# Nishnawbe-Aski Legal Services Corporation

## Employment Opportunity

Nishnawbe-Aski Legal Services Corporation is presently recruiting for a  
**LEGAL AID ADMINISTRATOR**  
Thunder Bay, ON

The position reports to the Director of Legal Services and is responsible for overseeing the Legal Aid operations at Nishnawbe-Aski Legal Services Corporation (NALSC). The Legal Aid Administrator is responsible for supervising legal aid (LA) staff, coordinating Community Legal Workers (CLW's) for the delivery of services in northern communities and coordinating northern courts.

### Qualifications:

- Experience and/or education in law related field
- Knowledge of LAO policies and procedures and the criteria in making decisions
- Good understanding of NALSC policies (personnel, financial and human resources)
- Familiar with budgets and forecasting
- Well-developed written and verbal communications skills for dealing with clients, legal profession and other agencies.
- Knowledge of Legal Aid Ontario (LAO) policies, Criminal Code of Canada, Family Law Act and Child and Family and Youth Services Act.
- Possess sound knowledge of the PeopleSoft and Microsoft programs; Word, Excel, PowerPoint, Teams and Zoom would be an asset
- Sound judgment, excellent administrative and organizational skills and proven ability to learn and be flexible
- Monitor matters pertaining to staff leaves, schedule, attendance for the purpose of planning and functioning of services.
- Train, orientate and update LAO, CLW and other NALSC staff about changes made to LAO policies and procedures
- Negotiation, understanding of interest-based negotiation for mutually beneficial solutions
- Conflict Management, ability to mediate and resolve conflicts and disagreements, skilled at objective conflict resolution approach to lead facilitation to mediated solutions, knowledge and understanding of fairness and due diligence. Maintain composure in stressful situations
- Ability to speak Cree, Oji-Cree, or Ojibway an asset.

### Benefits:

- 6% pension matching
- 100% employer paid health benefits.
- 3 weeks paid vacation after your first year.

**Location:** Thunder Bay, ON

**Hours:** Full Time (35 Hours Per Week)

**Salary:** In accordance with established pay grid and commensurate with education/experience

**CLOSING DATE:** December 20, 2024

### **Please send cover letter, and resume to:**

Human Resources, Nishnawbe-Aski Legal Services Corporation,  
101 Syndicate Ave N, Suite 101 Thunder Bay, ON, P7C 3V4

Email: [hr@nanlegal.on.ca](mailto:hr@nanlegal.on.ca)

NALSC invites applications from qualified members of NAN. Please indicate in your cover letter how you meet the criteria for the position and whether you are a NAN member. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Nishnawbe-Aski Legal Services Corporation welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

For more information, please visit our website: <https://nanlegal.on.ca/jobs/>