CCM CANADA 加拿大中信 Chinese Christian Mission 法律援助中心 LEGAL CLINIC 多倫多 TORONTO

Suite 101, 200 Cachet Woods Court, Markham, ON L6C 0Z8
905.534.1243 toronto.legalclinic@ccmcanada.org
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Job Posting

Legal Director (Toronto Legal Clinic)

CCM Vision:	Reaching the Chinese to reach the world
Mission Statement:	Holistic Caring. Gospel Proclaiming. Life Transforming
Job Title:	Legal Director
Location:	Toronto Legal Clinic (https://legalclinic.ccmcanada.org/toronto/en/)
Employment Type:	24-32 hours / week
Reports To:	Centre Director of Toronto Centre

About CCM Legal Clinic

Chinese Christian Mission (CCM) Legal Clinic is a faith-based, volunteer-driven community legal clinic that serves individuals and families in need, offering compassionate, accessible, and culturally sensitive legal services. Our work is rooted in Christian values and focused on improving access to justice.

Job Summary

We are seeking a Legal Director to lead the Toronto office of CCM Legal Clinic. The ideal candidate is an experienced lawyer with a strong background in family law, criminal law, civil litigation, amongst other areas of laws and has demonstrated leadership, administrative, communication, and organizational skills. The Legal Director will oversee daily operations, provide legal supervision, mentor volunteers, and ensure high-quality legal services are delivered in alignment with our mission and values.

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Roles and responsibilities

Duties will include, but are not limited to:

1. Supervise and mentor volunteer lawyers, paralegals, and law students.
2. Oversee and manage clinic operations, including intake, scheduling, case management, and reporting.
3. Provide legal advice and services to clients, particularly in the area of family law and criminal law.
4. Spiritual guidance, praying with clients, or referrals to pastoral and other care.
5. Ensure compliance with Law Society of Ontario rules, by-laws, and professional standards.
6. Build relationships with community partners and contribute to outreach efforts.
7. Assist with volunteer recruitment, training, fundraising, and engagement.
8. Report to CCM management and support the growth of the clinic.

Requirements/Skills/Qualifications

1. Member in good standing with the Law Society of Ontario.
2. Experience and qualifications in management
3. Be of the Christian faith, a faithful servant of Christ, and adhere to our Statement of Faith
4. Minimum 5 years of legal experience, with a strong background in family and criminal law.
5. Prior management or administrative experience is highly preferred.
6. Experience working with or supervising volunteers is an asset.
7. Passion for access to justice and serving marginalized communities.
8. Ability to communicate in Cantonese or Mandarin is required.
9. Alignment with the mission and values of Chinese Christian Mission (CCM) Canada.
10. Strong organizational, management, and communication skills
11. Positive and courtesy attitude; faithful and human heart
12. Knowledge or experience in pastoral care and counselling is an asset

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Join Us

Application deadline: until the position is filled.
Please submit a cover letter and resume via email to Carol Lam (carollam@ccmcanada.org), Acting Centre Director of Toronto Centre of CCM Canada.

Note

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