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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Volunteer Opportunity

Legal Clinic Assistant (Toronto Legal Clinic)

CCM Vision:	Reaching the Chinese to reach the world
Mission Statement:	Holistic Caring. Gospel Proclaiming. Life Transforming
Job Title:	Legal Clinic Assistant (Lawyer, Paralegal or Law Clerk, or General Assistant)
Location:	Toronto Legal Clinic (https://legalclinic.ccmcanada.org/toronto/en/)
Employment Type:	Minimum 10 hours / week
Reports To:	Legal Director of Toronto Legal Clinic

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 currently seeking 2–3 **volunteer lawyers or law clerks** to assist with day-to-day legal clinic functions. Volunteers will work closely with the Legal Director and other team members to support client in-take, communication, and case management. This is a meaningful opportunity to give back to the community while gaining valuable legal experience.

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Roles and responsibilities

Duties will include, but are not limited to:

1. Conduct client intake calls in English, Mandarin, or Cantonese.
2. Take detailed and accurate client file notes.
3. Assist with legal research on various issues, particularly in family law, small claims, landlord & tenant, and minor civil and criminal matters.
4. Support the Legal Director with administrative tasks and scheduling.
5. Maintain confidentiality and uphold ethical standards in handling client information.
6. Attend virtual or in-person team meetings and case discussions as required.
7. Spiritual care for clients

Requirements/Skills/Qualifications

1. Licensed lawyer or paralegal, or graduate of a law clerk or paralegal program.
2. Fluency in English, Mandarin and/or Cantonese is required.
3. Strong organizational and communication skills.
4. Reliable, detail-oriented, and committed to Christian evangelism
5. Be of the Christian faith and adhere to our Statement of Faith
6. Able to commit at least 10 hours per week in the office

Join Us

Application deadline: until the position is filled.
Please submit a cover letter and resume via email to Teresa Chan (tchan@ccmcanada.org), Legal Clinic Director of Toronto Legal Clinic of CCM Canada.

Note

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

