



Service Coordinator

Legal Assistance of Windsor is seeking a Service Coordinator. This is a full-time position. The Service Coordinator will manage our intake services, coordinate personnel and volunteer resources, liaison with the Board of Directors and perform such other administrator duties as required.

Legal Assistance of Windsor (LAW) is an interdisciplinary clinic combining legal and social work professions to meet the multi-faceted needs of the low-income community in Windsor and Essex County. **LAW** is a joint service of the Faculty of Law, University of Windsor and Legal Aid Ontario.

The successful candidate will have a post-secondary diploma or degree in human resources or legal services. He or she will have a demonstrated commitment to the delivery of high quality legal services to low income individuals and groups. Excellent computer skills and interpersonal skills are required. Experience in community legal clinic or law office setting is an asset.

Only those selected for interviews will be contacted. Interested candidates must apply by **January 15, 2021** in writing to:

Marion Overholt, Executive Director
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