

Job Posting – Legal Assistant

Location: Toronto, Ontario (hybrid)

Target Start Date: Position available immediately

Salary: \$60,000 + plus benefits

Reports to: Chief Legal Counsel

Application Deadline: June 14, 2026

Background

Innocence Canada is the only national non-profit organization dedicated to identifying, advocating for, and working to exonerate individuals who have been wrongfully convicted. Over the past 30 years, we have championed the exoneration of innocent individuals across the country who have been wrongfully convicted of serious offences, particularly homicides. We are also a national leader in public education and legal reform, regularly lending our expertise to academic institutions, the criminal justice system, government bodies, legal entities, media outlets, and everything in between.

Job Summary

The legal assistant's job is to provide legal administrative support to the team at Innocence Canada. This support is crucial to the team's work of exonerating individuals who have been convicted of a crime they did not commit. This is an opportunity to work for an organization that impacts the lives of others in a meaningful way.

Responsibilities include:

- Working proactively in the day-to-day support of the legal team;
- Organizing and expediting the flow of case work through the organization, initiating any follow-up action as appropriate;
- Organizing large volumes of material received from applicants and clients;
- Managing confidential materials and documents;
- Transcribing case file materials;
- Organizing both electronic case materials and the boxes of paper materials kept in office and in storage;
- Uploading case materials to our file sharing system (Egnyte);
- Communicating with outside counsel to arrange for the pickup of case materials;
- Drafting correspondence;
- Proof reading and formatting correspondence and legal materials;
- Opening and digitizing mail sent to the case team;
- May assist with training staff in the use of current software, workflow and office procedures;
- Support legal staff to address and solve technology related issues;
- Maintain up to date asset and software registers for legal team;
- Provide administrative support during summer and articling recruitment;
- Ordering office supplies to ensure the office is well stocked and organized;
- Support with event planning, including travel and hotel booking;

- Manage general inquiries inbox;
- May schedule meetings and attend for the purposes of taking notes and minutes; and
- Other general office work as required.

Education & Qualifications:

- Bachelor's degree, college diploma, and/or law clerk or paralegal certification preferred.
- Good technology skills. Proficient in Microsoft Office (Word, Excel, Outlook), and Adobe.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Effective time management.
- Excellent verbal and written communication skills, with the ability to liaise effectively with staff, Board members, funders, and external partners.
- The ability to work in French is an asset.
- Experience as an administrative assistant in a law firm or other legal work environment is an asset.

Please submit a resume and cover letter detailing why you want to work with Innocence Canada and are the ideal candidate for this role. Please email your application to the attention of Stéphanie Nowak, Executive Director, and Pamela Zbarsky, Chief Legal Counsel, at snowak@innocencecanada.com.

We thank all interested candidates in advance.

Accommodation:

Innocence Canada is committed to providing a barrier-free work environment in compliance with the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*. As such, Innocence Canada will make accommodations available to applicants with disabilities upon request during the hiring process. If you require accommodation throughout the application process, please reach out to Stephanie Nowak via the email above.

Innocence Canada is an equal opportunity employer, and we strive to build a working environment within an anti-oppression framework where we are aware of and sensitive to structural oppression/privilege within our workplace and community. We are committed to diverse, inclusive hiring practices and encourage applicants of all backgrounds to apply.