



Pro Bono Law  
Saskatchewan

## **JOB DESCRIPTION**

Intake Worker/Administrative Assistant

Pro Bono Law Saskatchewan (PBLs) is accepting applications for a full-time permanent Intake Worker/Administrative Assistant position in Regina, Saskatchewan.

PBLs is a non-profit charitable corporation that improves access to justice in Saskatchewan by creating, facilitating, and promoting opportunities for lawyers to provide high-quality pro bono legal services to persons of limited means.

The person who holds this position will assist all members of the public contacting the organization, including performing client intake, providing information and answering inquiries and making appropriate referrals within and outside the organization. In addition, this person will support the work of the Executive Director, Programs Director and Programs Coordinator in the areas of file management and project management and perform general administrative duties.

The successful candidate will have excellent communication skills and will be able to communicate with persons who may be in crisis and people with varying abilities in a professional and sensitive manner. He or she will also have a high level of comfort with computers and technology, the ability to organize, manage, and problem solve with a positive attitude, and the ability to work individually as well as in a team environment.

Experience in the legal and/or non-profit fields is beneficial. This position offers a salary range of \$18 to \$23 dollars per hour depending on relevant experience and education, a benefit plan, and a working environment that supports work-life balance.

Interested applicants should submit their cover letter and resume in confidence by **November 2, 2018** to:

Carly Romanow  
Pro Bono Law Saskatchewan  
1650-2002 Victoria Avenue  
Regina, SK S4P 0R7  
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*We thank all applicants for their interest,  
however, only those candidates selected for interviews will be contacted.*