PARALEGAL
External Posting
35 Hours per week
CONTRACT ENDING March 31, 2028

AGENCY DESCRIPTION

CCRC is a not-for-profit, community-based registered charity providing professional counselling and housing help services. We have been providing services in Peterborough City and County for over 65 years. Our mission is to empower people and strengthen our community by offering counselling and housing support, nurturing personal growth and stability. Our vision is thriving individuals, thriving communities. We work toward these goals in a way that is consistent with our agency-wide values, which include:

- **Responsiveness:** We adapt to the evolving needs of our community
- **Integrity:** We maintain an open and trustworthy environment, ensuring transparency, honesty, and confidentiality in all interactions
- **Inclusivity:** We embrace equity and diversity through a trauma-informed approach, respecting people's unique experiences.
- **Community:** We advocate for social justice and a healthier and more equitable community
- **Compassion:** We approach our work with kindness and empathy, creating a warm and supportive environment

PROGRAM DESCRIPTION

CCRC's Housing Resource Centre (HRC) provides housing support to tenants and renters living in Peterborough City and County who are inadequately housed and/or at risk of losing their housing. We work to advance the human right to safe, secure, adequate, and affordable housing. We are a prevention focused service that has been preventing homelessness and providing housing help services to people in our community for over 35 years.

CONTRACT DETAILS

CCRC's Housing Resource Centre is seeking a **Paralegal.** This is a new contract position beginning **as soon as possible, ending March 31, 2028.** The salary range is **$29.01 - $35.86 per hour for 35 hours per week**. Total compensation includes 3 weeks of vacation per year, MERCs, casual dress and paid sick leave. Regular hours of work are Monday to Friday 8:30am to 4:30pm. Employees work primarily on-site at the CCRC office at 540 George St. N.

BRIEF DESCRIPTION OF ROLE

The Paralegal provides accessible, inclusive and responsive direct service to tenants and provides consultation to HRC staff providing non-legal tribunal support and accompaniment services to tenants.

REQUIRED QUALIFICATIONS:

- A valid paralegal license from the Law Society of Ontario
- Passion for defending and advocating for tenants' rights and the right to housing
- Knowledge of the Residential Tenancies Act and the Landlord and Tenant Board
- Commitment to working in accordance with CCRC's Mission, Vision, and Values, and in a way that is equitable, and strives to meet the needs of the communities we serve

Consent to conduct a police check with vulnerable sector screening is required. Any concerns about the results will be discussed. Having a record will not be automatically disqualifying.

PREFERRED QUALIFICATIONS:

- A degree or diploma in a relevant field from an accredited post-secondary institution
- Two (2) years of experience providing direct services to vulnerable and/or marginalized populations
- Lived experience of issues affecting people living with low income, housing insecurity, homelessness, or other forms of vulnerability or marginalization
- Knowledge of the local housing and social service system

LIVED EXPERIENCE STATEMENT

We strongly value the lived experience of homelessness, renting, and housing instability, especially as they intersect with broader experiences of marginalization. At CCRC, we recognize that those who have faced barriers to stable housing often hold deep insight into the systemic inequities and social injustices that shape access to safe, secure homes.

EQUITY STATEMENT

CCRC is committed to equity, diversity, and inclusion in all aspects of our work and workplace. We actively seek to build a team that reflects the full diversity of the communities we serve and welcome applications from individuals with varied lived experiences, backgrounds, and identities.
We encourage applications from members of equity-deserving groups, including—but not limited to—people who identify as Indigenous, Black, racialized, 2SLGBTQIA+, people with disabilities, and those who have experienced mental health challenges and/or housing instability.

In accordance with the Ontario Human Rights Code, we do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.

APPLICATION PROCESS

Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please include a cover letter. **Applications without a cover letter will not be considered.**

Please apply in confidence to **Annie Hedden, HRC Manager** by email at **ahedden@ccrc-ptbo.com** address. Applications are due by **November 17, 2026**.

We thank all applicants for their interest. Only those selected for an interview will be contacted.