

The [Law Foundation of Ontario](#) was established in 1974 under the [Law Society Act](#). The Foundation receives and uses the interest on lawyers' and paralegals' mixed trust accounts to support legal education, legal research, legal aid, and law libraries in Ontario. It does this through grantmaking to nonprofits and providing funds to Legal Aid Ontario. The Foundation also administers the [Class Proceedings Fund](#), which provides cost assistance in class actions.

The Foundation is an inclusive employer. We respect equity, inclusion, and diversity. We are dedicated to creating a workplace reflective of the community we serve and welcome applications from diverse groups. Accommodation, if required, will be provided throughout the hiring process in accordance with the *Human Rights Code*.

Senior Administrative Coordinator – Class Proceedings Committee

1 permanent position

Are you a seasoned administrative professional who is interested in access to justice? Consider joining The Law Foundation of Ontario and working with the [Class Proceedings Fund](#) (CPF) team.

The Senior Administrative Coordinator provides administrative support to the Class Proceedings Committee (CPC) and CPF staff team. Reporting to the Director and Counsel, the Senior Administrative Coordinator will work closely with the Director and Associate Counsel.

The ideal candidate is well organized, responsible, detail oriented, collegial, exercises sound and mature judgement, and enjoys working in a small team. The candidate enjoys learning, works well independently, and is comfortable working with different software and technology.

Key responsibilities

Under the guidance of the Director, you will be responsible for:

- Planning and preparing materials for monthly CPC meetings including scheduling of meeting dates, minutes, agenda, electronic meeting book, and portal upload
- Preparing and updating funding award and disbursement request documentation and records for review and approval by counsel
- Coordinating with external counsel, following up on application materials, scheduling hearing times, and preparing standard communication including letters and undertakings
- Maintaining the class proceedings database and case management system to ensure optimum workflow
- Planning for and preparing materials for other CPC purposes including manuals, policy and procedures, and CPC retreats
- Organizing and maintaining the CPC's electronic and paper filings systems, meeting room calendars, and contacts

- Providing administrative support for counsel including document preparation, scheduling meetings, making travel arrangements, and processing expenses
- Communicating in a professional manner with external and internal partners, including CPC members, employees, consultants, and external counsel
- Preparing, editing, formatting, and proofreading communications and other materials
- Participates in collaborative working groups and committees in support of cross organizational priorities

Qualifications

We are seeking an innovative and positive team player with:

- A related postsecondary certificate or degree (e.g. Public Administration, Business Administration, or a related field) or a combination of education, training, and experience deemed equivalent
- Minimum of six to eight years related work experience in a senior support role
- Superior oral and written communication skills
- Strong financial literacy and ability to prepare and update funding award and disbursement request documentation for review and approval by counsel
- Demonstrated ability to exercise sound judgment, operate independently, and be self-disciplined in achieving work goals in a professional service environment
- Excellent organizational, time management, attention to detail, and problem-solving skills
- Superior computer skills working with databases, Adobe Acrobat, and Microsoft Office (Outlook, Word, Excel, and Access) at an advanced level
- Experience supporting committees or board operations
- Experience in law related or nonprofit environment is an asset

The Foundation is a hybrid workplace in downtown Toronto. Staff are required to work in the office a minimum of three days per week. We offer a comprehensive benefits program, including RRSP matching, as well as generous vacation and paid personal time off.

Hiring salary range: \$78,000 - \$88,000

How to apply: To apply, please click on this [link](#) by the application deadline and include your resume and a cover letter.

Application deadline: March 6, 2026

We thank all external applicants for their interest, however, only those selected for further consideration will be contacted. Applications will be reviewed on a rolling basis.

For more information about the opportunity and The Law Foundation of Ontario please visit www.lawfoundation.on.ca.