

**Job Title:** Legal & Research Assistant  
**Department:** Legal Department  
**Division:** Canada Immigration Services  
**Branch:** Toronto – Ontario

**Job Responsibilities:**

Enhances Registered Immigration Consultant's effectiveness by developing case information, evidence, and immigration options; tracking cases; supporting RCIC's case proceedings.

**Job Duties:**

- Keeps cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with RCIC.
- Helps develop cases by maintaining contact with people involved in the case; scheduling consultations; preparing and immigration applications; drafting Canada Citizenship & Immigration support letters; preparing and filing Immigration & Refugee Board requests; preparing responses to opposing counsel; generating status reports.
- Keeps clients informed by maintaining contact; communicating case progress.
- Maintains case costs by verifying outstanding balances with RCIC, clients, and providers.
- Supports case preparation by preparing case summaries and materials for consultation conferences; preparing IRB hearings; monitoring and obtaining CIC & IRB responses; organizing materials for team case review.
- Prepares and files Access to Information and Privacy (ATIP) requests on behalf of clients.
- Enhances IRB proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed; taking courtroom notes.
- Researches new immigration and citizenship laws, regulations, and processing system changes. Prepares research reports, comparison charts, and instruction guides for internal use and external client presentations.
- Updates job knowledge by participating in educational opportunities; reading professional publications.
- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.



### Skills

- Reporting Skills
- Research Skills
- Legal Administration Skills
- Litigation
- Client Relationships
- Organization, Planning
- Attention to Detail
- Confidentiality
- Dependability
- Client Confidentiality

### Abilities

- Passionate about the legal and immigration field.
- Experienced in Canadian immigration laws & regulations.
- Deeply understands client relationship building as a discipline.
- Knows how to deliver on promises.
- Has in-depth knowledge of client challenges and how to solve them.
- Organized with strong prioritization skills.

### Qualifications

- Must be able to read, write, and speak fluent English
- Must have a minimum of a Legal (or Research) Assistant Certificate
- Minimum three (3) years successful legal administration experience
- Must have deep knowledge in the legal and immigration field
- Must have proven organization, planning, and attention to detail skills
- Must have proven research and reporting skills
- Must have proven dependability and reliability track record
- Working hours 9:00am - 6:00pm

### Job Applications

Send your resume to [jobs@encubate.ca](mailto:jobs@encubate.ca)

