

Human Rights Legal Officer - PEI

The Prince Edward Island Human Rights Commission is an independent, administrative tribunal with jurisdiction to investigate, adjudicate and educate on human rights issues in the Province. The Commission requires a Human Rights Legal Officer. Website: www.peihumanrights.ca

Duties will include but are not limited to:

- Plan and conduct investigations of Human Rights complaints;
- Research, interpret and apply Human Rights Law to complaints;
- Answer inquiries and provide Human Rights education;
- Attempt to effect settlement of complaints;
- Present evidence at Panel Hearings and represent the Commission at the Supreme Court and Appeal Court on Judicial Review Applications or Appeals.

Minimum Qualifications:

Bachelor of Laws or Juris Doctor Degree and
Eligibility for membership in the Law Society of Prince Edward Island

Other Qualifications:

- Understanding of discrimination and human rights law including the PEI *Human Rights Act*;
- Experience before Administrative Tribunals and at the Supreme Court and Court of Appeal;
- Experience in investigation and interviewing skills;
- Experience in conflict resolution techniques;
- Ability to evaluate analytically and use impartial judgment;
- Excellent time management skills;
- Excellent verbal and writing skills in English;
- Experience with Microsoft Office software;
- Ability to work collegially in a small-office setting;
- Ability to communicate effectively with the public; and
- Willingness and ability to travel in and out of province.

Excellent verbal and writing skills in French will be considered an asset.

Salary Range: \$67,000 - \$84,000, plus benefits.

Closing Date: January 6, 2021, 4:00pm

Please send applications to:

Brenda Picard at bpicard@peihumanrights.ca

or Mail (please note the office itself will be closed between December 24 and January 3)
Prince Edward Island Human Rights Commission
53 Water Street, PO Box 2000
Charlottetown PE C1A 7N8
Attention: Brenda Picard - Confidential