

**LAW SOCIETY OF PRINCE EDWARD ISLAND**  
**Bar Admissions Course Planner and Coordinator**

The Law Society of Prince Edward Island is expanding its Bar Admissions Course to include a comprehensive skills component commencing in the fall of 2018. As a result, there is an opening for a Bar Admissions Course Planner and Coordinator, to begin in March, 2018 and continue during the planning and implementation stages until November, 2018, with a possibility to continue on a part-time basis annually, once the expanded Bar Admissions Course is established.

Duties Include:

- Expand the Bar Admissions Course curriculum consistent with the Federation of Law Societies' National Competency Standards, and ensure teaching resources are provided.
- Develop and upgrade materials on substantive law and skills programs for the Bar Admissions Course participants.
- Develop a budget for the first 3 years of the expanded Bar Admissions Course.
- Co-ordinate & liaise with Law Society staff, volunteers and instructors.
- Develop and revise the Bar Admission Course examinations.
- Provide an evaluation and any further recommendations following conclusion of the expanded Bar Admission Course.

The successful candidate must be organized and detail-oriented, have excellent project management skills and able to perform duties with minimal supervision. Well-developed communication skills and an interest in legal education are essential as there will be extensive contact with staff of the Law Society, lawyers, judges, law students and volunteers involved with the Bar Admissions Course. Proficiency with the use of technology is also required. A Bachelor of Laws degree, or legal education/training would be considered an asset, although not required.

Salary is subject to negotiation, commensurate with skills and experience.

The **deadline** for applications is **January 31, 2018**. Please reply with details of education, training and experience to:

Search Committee  
Law Society of Prince Edward Island  
49 Water St.  
PO Box 128  
Charlottetown, PEI C1A 7K2  
Fax: (902) 368-7557  
E-mail: [lawsociety@lspei.pe.ca](mailto:lawsociety@lspei.pe.ca)

We thank all applicants, however only those candidates being selected for an interview will be contacted.