



LAW SOCIETY OF PRINCE EDWARD ISLAND

Job Title: Director of Public Education and Professional Responsibility

Organization: Law Society of Prince Edward Island

Location: 119 Kent Street, Suite 300, Charlottetown, PE, Canada

About Us: The Law Society of PEI (the Society) is responsible for governance and regulation of the legal profession in the public interest. Committed to upholding the integrity of the legal profession, we ensure that legal services provided to the public meet the highest standards of professionalism, ethics, and competence. Our mission is to serve the public interest by promoting access to justice, protecting the public, and supporting the legal profession in PEI.

Background: The Law Libraries in Charlottetown and Summerside, PE were housed at the Law Courts and served as one of the means by which the Law Society, with support of the Law Foundation of PEI, assisted the public on accessing justice. In the Fall 2022, the Society conducted a review of its program offerings which revealed minimal usage of the Law Libraries at Law Courts by both the public and Society members. With limited library usage and increased budget pressure, the Society investigated ways to fulfill its public interest/legal education mandate.

Decision and Plan: In January 2024, the Society, following a facilitated re-organization process, opted to transition from the Law Library model to an Education Center model. The Center will be located at the Law Society office and will host public sessions aimed at improving access to justice for our community. It will collaborate with lawyers, articled clerks, and community groups for informational programs on legal process navigation, and guidance in document preparation. The Center will provide research resources, including electronic subscriptions, to the public and members.

Position Overview: The Law Society of Prince Edward Island is seeking a dynamic and experienced individual for the position of Director of Public Education and Professional Responsibility. This new role will involve the building and delivery of programs for the public in the Education Center, assisting the Continuing Legal Education (CLE) Committee in developing and delivering Continuing Professional Development (CPD) programs, and supporting the Bar Admission Course. By collaborating with Society staff and members, the Director of Public Education and Professional Responsibility will address the mounting challenges concerning access to justice and the ongoing professional development needs of members.

The successful candidate will play a pivotal role in advancing the Law Society's mandate of fostering public confidence in the legal profession and ensuring lawyers' adherence to ethical standards and professional responsibilities.

Key Responsibilities:

- Identify, design, implement, and deliver comprehensive public education programs to increase the public's knowledge and understanding of the law, in enhancing the public's awareness of their legal rights, responsibilities, and the role of lawyers in society.
- Oversee initiatives aimed at promoting ethical conduct, professionalism, and accountability among members of the legal profession.
- Collaborate with legal practitioners, government agencies, and community organizations, to deliver educational resources and training on legal ethics and professional standards.

- Recruit, train, and supervise article clerks and members for public programs, including the establishment of Notary clinics.
- Participate in the intake of complaints, articulated clerks' applications, and assessment of competency of bar applicants.
- Provide guidance and support to lawyers, articulated clerks, and members of the public regarding ethical questions, complaints, and disciplinary matters.
- Monitor and evaluate the effectiveness of public education campaigns and professional responsibility initiatives and make recommendations for continuous improvement.
- Stay abreast of developments in legal ethics, professional regulation, and public legal education, and integrate best practices into the Law Society's programs and policies.
- Represent the Law Society in outreach activities, public forums, and media engagements related to legal ethics, professionalism, and public education.

Qualifications:

- A Juris Doctor (JD) degree from an accredited law school and active membership in good standing with the Law Society of Prince Edward Island.
- Minimum of 5 years of experience practising law, with a demonstrated understanding of legal ethics, professional responsibility, and regulatory compliance.
- Strong communication, interpersonal, and presentation skills, with the ability to effectively engage diverse audiences.
- Experience in developing and delivering educational programs, workshops, or training sessions is highly desirable.
- Excellent analytical and problem-solving abilities, with a keen attention to detail and a commitment to upholding high ethical standards.
- Demonstrated leadership capabilities, with a track record of successfully managing projects, teams, or initiatives.
- Familiarity with relevant legislation, regulations, and codes of conduct governing the legal profession in Prince Edward Island.

Compensation: \$110,000 to \$130,000 plus benefits *commensurate based on applicable experience.

Application Process: Interested candidates are invited to submit a cover letter and resume via e-mail to lawsociety@lspei.pe.ca or in person to our office located at 119 Kent Street, Suite 300, Charlottetown, PE. Please indicate "Director of Public Education and Professional Responsibility" in the subject line of your e-mail or on the envelope.

The Law Society of Prince Edward Island is an equal opportunity employer and is committed to diversity and inclusion in the workplace. We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Application Deadline: June 25, 2024.

Join us in promoting excellence, integrity, and accountability in the legal profession while advancing access to justice and public legal education in Prince Edward Island!