



Community Legal Information

Legal Director

Community Legal Clinic

2-year contract position with possibility of extension

Community Legal Information (CLI) is a PEI charity that provides free legal information, public education, lawyer referrals, specialized legal programs, and support. Our goal is to provide PEI residents with useful and understandable information about our laws and the justice system.

The opportunity:

In partnership with the PEI Department of Justice and Public Safety, and the Law Foundation of Prince Edward Island, Community Legal Information is establishing PEI's first legal clinic.

Please note that this position was previously posted as Senior Lawyer. We have updated the job title, job description, and salary.

The Community Legal Clinic (CLC) will serve PEI residents in broad areas of law. Initial work will include areas such as:

- 1) Income and employment/contracts for debts and services;
- 2) Wills, applications for Letters Probate/Letters of Administration, Powers of Attorney, and applications for Committee;
- 3) Summary legal advice for residential tenants, and support at rental hearings as necessary;
- 4) Assistance with vulnerable circumstances including applications under the *Intimate Images Protection Act*.

The Legal Director will be involved in ongoing strategic planning for the legal clinic. This may include the evolution of areas of law served due to changing legal needs within the community.

The CLC will operate using a means test. The CLC will be staffed with one Legal Director, one Junior Lawyer, one Legal Administrator, and one Coordinator.

Key responsibilities include:

- Helping shape the final stages of CLC implementation, including but not limited to:
 - Hiring other staff members
 - Selecting appropriate legal client service software
 - Finalizing legal policies and procedures
 - Collaborating on the development of a new CLI strategic plan
 - Contributing to the development of a communications plan for the clinic
- Serving clients with a trauma informed and client-centred approach.
- Serving clients in plain language.
- Discussing legal matters, and drafting and reviewing legal documents with clients.
- Assisting clients to complete court documents.
- Submitting legal documents to appropriate courts or tribunals.
- Representing clients in courts or tribunals.
- In limited circumstances, providing representation in courts or tribunals.
- Collaborating regularly with CLI's Executive Director and the CLC Coordinator to develop and refine the CLC's operations, and financial management.
- Collaborating with CLC Coordinator on the delivery of community-based pop-up legal clinics.
- Providing ongoing mentorship and supervision of the Junior Lawyer and the Legal Administrator.
- Collaborating with CLI's Client Service Team.

Reporting:

- Report to CLI's Executive Director.
- Sub-committee from the CLI Board of Directors available for legal mentorship and guidance for the Legal Director

Qualifications:

- Law degree from a recognized university.
- Member in good standing or eligible for membership with the Law Society of Prince Edward Island.

Requirements:

- 5+ years of relevant legal experience after call to bar, including legal work and legal representation in the Courts.
- Knowledge of / working experience in some or all areas of CLC law and the willingness and ability to learn all of these areas of law.

- Demonstrated experience mentoring, supervising, and supporting colleagues with less work experience.
- Experience conceptualizing a project, managing the unexpected, and leading the project to completion.
- Excellent writing skills and experience drafting reports.
- Excellent communication and interpersonal skills, including the ability to communicate legal information and advice in plain language.
- A demonstrated commitment to social justice, including experience working with a diverse range of clients, including from low income and marginalized groups.
- Advanced ability to use digital technology, including client management software.
- Exceptional organizational and time management skills.
- High level of attention to detail and strong analytical skills.
- Access to transportation.

Assets:

- Fluency in additional language(s).
- The ability to adapt and adjust as needed
- Training and/or certifications in:
 - Trauma-informed lawyering.
 - Diversity, equity and inclusion.
 - Leadership or management.
- Experience working in a non-profit setting.

Compensation and Workplace Culture:

- Salary range is \$140,000 - \$160,000/year, depending on skills and experience.
- Two-year full-time contract position at 37.5 hours per week with possibility of contract extension.
- Competitive employee benefits package including comprehensive medical and dental benefits, and annual wellness grant.
- 5 weeks vacation per year.
- Group RRSP plan with employer matching employee contributions up to 5% of gross salary.
- Paid professional development.
- Supportive family-friendly work environment.

To apply, please submit your cover letter, resume and three professional references to Ellen Mullally, Executive Director at ellen@legalinfopei.ca.

Interested applicants are encouraged to apply! Please reach out if you have questions about the job posting.

The deadline to apply is Thursday, March 12 at 12:00 pm.