

CONNECTING OTTAWA
is looking for an experienced
STAFF LAWYER – PUBLIC LEGAL EDUCATION AND INFORMATION
(Permanent* Full-Time position with a comprehensive benefits package, a defined
pension benefit plan, and a primarily remote work environment with some in-person
meeting requirements)

Salary: \$85,000 - \$89,000 per year (dependent on experience)
Start Date: January 6, 2025 or to be negotiated

Apply by: October 31, 2024 at 11:59 p.m.
Apply to: raiija@connectingottawa.com

If you are a lawyer committed to social justice and looking for meaningful employment as part of a great team, we invite you to apply to Connecting Ottawa! As an Access to Justice Initiative of the Law Foundation of Ontario since 2012, our mandate is to assist Ottawa residents who speak neither English nor French or who have difficulty communicating due to sensory impairments, speech, or language disorders. The Staff Lawyer (Public Legal Education and Information) helps to fulfill this mandate by building the capacity of front-line community workers at partner organizations in Ottawa to address their clients' legal issues/needs.

This position is predominantly responsible for overseeing Connecting Ottawa's public legal education and information program in addition to providing legal case consultations with caseworkers and their clients.

RESPONSIBILITIES

Public Legal Education and Information

- Identify/design/implement public legal education and information programs for front line workers in Ottawa according to the needs of Connecting Ottawa's partnership network.
- Develop and deliver in-person and virtual training sessions and workshops for frontline workers, particularly related to immigration law, as well as other areas of law.
- Assist in the development and organization of Connecting Ottawa's annual conference for frontline workers.
- Create legal information materials for frontline workers.
- Participate in content creation for Connecting Ottawa's bi-weekly newsletter and social media platforms.
- Initiate (approach groups, develop programs) and respond to community requests for workshops, presentations, including group participation and discussion, audio-visual presentations, and information.
- Conduct internal and community-based focus groups to identify and address emerging trends and educational needs.

Case Consultations:

- Work with caseworkers and their clients, or just with the client's caseworker, to provide case management support, legal advice/assistance as determined on a case-by-case basis, and/or legal information and referrals.

Documentation:

- Create and maintain public education files according to Connecting Ottawa's policies (including program requests and tracking; workshop presentations, handouts, and activities; partner/client contact information; program evaluation; grant writing support, etc.)
- Ensure maintenance of accurate data entry of all programs and services.

Engagement:

- Participate in internal/external committees as required.
- Work in a team environment, providing support and information to team members and assisting other staff as required.
- Working with law students and articling students as required.
- Participate in ongoing program evaluation.

QUALIFICATIONS & SKILLS:

- Experience in one or more of these areas of law: immigration and refugee law, tenant rights, social assistance, criminal (as it relates to low-income populations), family, employment.
- Experience developing and delivering public legal education and information workshops and materials.
- Familiar and comfortable with technology-assisted platforms, specifically video conferencing, MS Teams, Zoom, Prezi, etc.
- Capable of working in a multidisciplinary environment with a variety of community professionals.
- Experience serving linguistic minorities and persons who face barriers to communication because of a disability.
- Experience serving low-income populations.
- Excellent knowledge of services that facilitate access to justice for persons with disabilities and cultural/linguistic minorities, and a general knowledge of community resources and cultural patterns in the Ottawa area.
- Demonstrated experience in legal research, legal analysis, and plain language writing.
- Proven capabilities as a collaborative team member with the ability to work independently.
- Demonstrated high achievement in prior employment with excellent analytical, creative, evaluative, and strategic thinking skills as well as strong time management.

Special consideration will be given to candidates with:

- Demonstrated experience in providing legal advice or assistance on these issues: one-year window applications; family class sponsorships for spouses, dependent

children or parents; permanent resident card issues; extensions of work permits and visitor records; and understanding eligibility for new immigration programs.

- Proficiency in a language other than English.

For more information about Connecting Ottawa, please visit: <https://connectingottawa.com/>

Application

*The position is contingent upon confirmation of funding from the Law Foundation of Ontario. If you meet the above qualifications, are well-organized, and want to be part of a dynamic and innovative project, please forward a resumé and covering letter to the attention of:

Raija Pulkkinen, Project Manager
Connecting Ottawa
c/o Community Legal Services of Ottawa
406-1355 Bank Street, Ottawa ON K1H 8K7
Email: raija@connectingottawa.com

Please no phone calls. Only those selected for an interview will be contacted.

Deadline for Applications: October 31, 2024 at 11:59 p.m.

Connecting Ottawa welcomes applications from disadvantaged and marginalized communities.

We encourage applications from people who are reflective of the communities we serve, and seek applicants from equity seeking groups, including but not limited to individuals who are of

First Nations, Inuit or Metis descent, persons with disabilities, members of racialized communities, and women. Accommodation is available under the *Ontario Human Rights Code*.