



Community Legal Information

Empowerment Through Knowledge

Legal Navigator – Renting PEI Project 1-year contract position

Community Legal Information (CLI) is an Island charity that provides legal information, public education, justice system navigation, and lawyer referrals. Our goal is to provide Islanders with plain language information about Canadian law and the Canadian justice system.

CLI is seeking a **Legal Navigator** to work with the Renting PEI project, and to work with the CLI client service team.

The Legal Navigator will:

- Support the Renting PEI project, including providing client service, community outreach, and reporting.
- Provide tenants and landlords with legal information, and lawyer referrals.
- Respond to client inquiries by email, phone and in person in plain and simple language.
- Develop legal information resources for tenants and landlords.
- Deliver public presentations online or in person.
- Work in collaboration with CLI staff and other community partners.
- Assist with funding proposals.
- Provide client service to CLI clients.
- Complete other tasks as required.

SKILLS & EXPERIENCE

Qualifications:

- University degree or an acceptable combination of skills and work experience.

Experience:

- 1+ years' experience working with the public.
- Demonstrated ability to deliver presentations to a variety of audiences.
- Experience working with diverse populations, especially vulnerable groups.
- Liaising with other community partners, groups and/or government.
- Experience assisting people who are upset or in crisis.
- Lived experience as a tenant or in Canada.

Skills:

- Excellent oral, written, and interpersonal communication skills.
- Ability to work well with others.
- Strong organizational skills and the demonstrated ability to meet deadlines.
- Advanced skill using Microsoft Office applications (Word, Excel, PowerPoint, and Outlook).
- Aptitude to learn and apply new and complex information quickly.

Assets:

- Knowledge of PEI's *Rental of Residential Property Act*.
- Familiarity with legal topics, including family law.
- Genuine interest in educating the public about tenants' and landlords' rights and responsibilities.
- 1+ years' experience working in a non-profit organization.
- Fluency in English and one of the following languages is an asset: French, Arabic or Chinese.

There is occasional overtime required for meetings or to deliver presentations during the evening or on weekends. Access to reliable transportation is required.

This is a one-year full-time contract position at 37.5 hours per week, Monday to Friday with the possibility of renewal pending further funding. The annual starting salary is \$46,488. CLI also offers a competitive employee benefits package including a comprehensive medical and dental benefits package, Group RRSP plan, a family friendly work environment, and 4 weeks paid vacation annually.

Compensation and Workplace Culture:

- The starting salary is \$23.84 per hour.
- Competitive employee benefits package including a comprehensive medical and dental benefits.
- Generous vacation.
- Group RRSP plan with employer matching employee contributions up to 5% of your gross wage.
- Supportive family-friendly work environment.
- Option to work from home one day per week after a 3-month probation period.

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! Competition will close when a suitable candidate is found.