



Community Legal Information

Empowerment Through Knowledge

Justice Avenues Program Manager **Community Legal Information** **2-year contract position with the opportunity for renewal**

Community Legal Information (CLI) is a charity that provides legal information, education, and referrals to Islanders. Our goal is to provide Islanders with useful information about the law and the justice system.

CLI offers legal supports for racialized people through the Justice Avenues program. Legal supports include legal information from Justice Avenues staff members and/or legal advice from a lawyer. It is the first program of its kind on PEI. The Program Manager is responsible for coordinating all aspects of the program.

Duties:

- Work with clients who need support with a legal matter, including but not limited to answering inquiries about the program and available resources; providing legal information and lawyer referrals; and providing referrals to other community supports.
- Lead program planning, administration, financial management, outreach, delivery, and reporting.
- Build relationships with key community stakeholders, especially advisory committee members.
- Coordinate the delivery of the trauma-informed training and anti-oppression training.
- Recruit legal counsel to participate in the program.
- Collaborate with CLI staff, especially the Executive Director, Outreach Worker, and Communications Manager.
- Liaise with funders and other stakeholders proactively and effectively.
- Collaborate with service providers including program evaluators.
- Write regular activity and financial reports.
- Contribute to the development of plain language legal information materials.
- Take on other tasks, as needed.
- Travel throughout the province and region, as necessary.

Requirements:

- University or college degree in a related field OR an equivalent combination of skills and work experience.
- 1+ years of Project Management experience.
- Demonstrated experience supporting vulnerable community members.
- 2+ years' experience working with the public.
- Excellent oral and written communication skills.

- Excellent organizational and interpersonal skills.
- Experience assisting people who may be upset or in crisis.
- Basic aptitude in conflict resolution skills.
- Demonstrated ability to work collaboratively and enjoy teamwork.
- Digitally literate and skilled user of MS Office Suite, Dropbox, and Slack.
- Access to reliable transportation.

Assets:

- Experience working in a non-profit setting.
- Training in crisis intervention and/or Mental Health First Aid.
- An understanding of Canadian law and legal processes.
- Fluent in a language other than English.

The starting salary range is \$53,475 to \$55,890 depending on experience. Full health care benefits package, RRSP matching and competitive vacation offered. Some overtime may be required occasionally.

Community Legal Information encourages applicants of diverse backgrounds to apply. Priority will be given to individuals with a variety of both work and life experiences.

To apply, please send:

- **Your cover letter.**
- **Resume.**
- **Two professional references.**

Please send your application package to Ellen Mullally, Executive Director at ellen@legalinfopei.ca.

Deadline to apply is Wednesday January 24th, 2024, at 4 pm. Early applications are encouraged, and interviews may start before the closing date.