

Come work with us!

We are not your average law firm.

At Stewart McKelvey, we **think: forward** in a typically traditional field to outperform the expectations of our clients – and our employees. Our team members are the force that drives our business toward a modern, diverse and innovative future.

Our goal is to continue to invest in people who contribute their diverse perspectives, ideas and experiences. At Stewart McKelvey, your whole unique self will belong.

In return, we offer a culture that supports mental and physical wellness, and competitive compensation.

A few things in particular that we offer to our team include:

- A “Dress for your Day” policy
- Social events and staff retreats
- A positive and fun work environment where we value inclusion and mutual respect
- Hourly wage: \$21.98

If this sounds like a work environment you’d thrive in, we may have just the right opportunity for you!

We are currently seeking a **Legal Support Student** to join our team based in the Firm’s **Charlottetown, PE** office for the 2026 summer months.

**Type of Position:** Full-Time, Contract (4 months)

**Close Date:** March 13, 2026

**The Opportunity:**

Our Legal Support Students are responsible for providing administrative support throughout the summer to the Firm’s Legal Assistants, Paralegals, and Lawyers in multiple areas of law.

In particular, the successful candidates will assist with a broad range of administrative tasks, including but not limited to the preparation of legal documents & correspondence, scheduling appointments & meetings, coordinating travel arrangements, processing expense claims, and maintaining a filing & bring-forward system. Additional administrative duties may include processing mail, scanning / photocopying & binding documents, as well as other tasks & projects as assigned.

If you have an eye for detail, a high degree of organization & time management, enjoy working in a team environment, and are enrolled in or a recent graduate of a relevant post-secondary program, we want to hear from you!

**Our Focus on Diversity, Equity & Inclusion:**

At Stewart McKelvey, we are committed to a workplace where you truly belong. We celebrate and respect the unique identities, perspectives, and experiences that each person brings, ensuring everyone feels seen, heard, and valued as part of our firm.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an interview and who require an accommodation are encouraged to speak with a member of the recruitment team and discuss what we can do to better support them during this process.

**Interested Candidates:**

Interested candidates can apply [here](#).

*For security purposes, applicants are asked to submit their resume, cover letter and any other accompanying application documents in **PDF format**.*

*We thank all applicants for their interest. However, only those selected for an interview will be contacted and any offer of employment will be conditional upon a satisfactory background check.*