



Community Legal Information

Legal Navigator – Justice Avenues Program

17 month contract position with possibility of extension

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

CLI hosts the Justice Avenues Program, a legal support service for racialized people. Justice Avenues (JA) provides legal information and support, and up to 4 hours of free legal advice from a lawyer. It is the only program of its kind on PEI.

Our program is growing. We are looking for an empathetic and adaptable person to join our Justice Avenues team as a Legal Navigator. The Legal Navigator supports clients, shares plain-language legal information, connects clients with lawyers and community resources, and helps clients understand their legal options.

The Legal Navigator also helps with the coordination and delivery of anti-racism training, legal clinics and legal workshops. The position includes community outreach, including lawyer recruitment. Occasional travel within PEI is required.

Legal Navigator Duties:

Client Support and Case Management

- Respond to client inquiries by phone, text, virtually, and in person.
- Conduct client intake and assess clients' needs.
- Provide plain-language legal information, help clients understand general legal processes and potential next steps, and make appropriate referrals to lawyers and community supports.
- Provide empathetic and supportive client service to people who may be experiencing difficult circumstances.
- Maintain client records and program statistics while protecting client confidentiality.

Program Delivery and Outreach:

- Assist with program planning, administration, delivery, evaluation, budgeting, and reporting.
- Assist with the coordination and delivery of legal clinics, legal workshops, and anti-racism training.
- Develop and maintain community partnerships, and support lawyer outreach and recruitment.
- Assist with the development and distribution of plain language legal resources.

Teamwork

- Work collaboratively with colleagues to deliver program services.
- Contribute to a respectful, supportive, and inclusive team environment.

The ideal candidate will have:

- University or college degree in a related field or an equal combination of skills and work experience.
- 2+ years' experience working with vulnerable populations.
- 2+ years' experience working with the public.
- Fluency in English in reading, writing and speaking.
- Demonstrated sensitivity to the cultural and personal circumstances of clients.
- Demonstrated experience working with people who are upset or in crisis.
- Superior interpersonal and organizational skills.
- Excellent communication and critical thinking skills. Experience writing in plain language is a plus.
- Demonstrated ability to work effectively as part of a team and independently.
- Proficiency in Google applications, Slack, Canva, Adobe products, and other office software.
- Willingness to learn new technical skills and other tasks as needed.
- Ability to work effectively remotely if required.

Assets:

- Experience working in a non-profit setting.
- An understanding of the legal system.
- Knowledge of, or experience working with, legal issues about immigration, family, and/or criminal law.
- Experience working with diverse and racialized communities.
- Experience maintaining confidentiality.
- Fluency in French and/or another language(s).

This is a full-time 17 month contract position at 37.5 hours per week, Monday to Friday, with the possibility of extension.

Compensation and Workplace Culture:

- Salary range is \$61,000 - \$69,000/year, depending on skills and experience.
- Competitive employee benefits package including comprehensive medical and dental benefits, and an annual wellness grant.
- 4 weeks of paid vacation per year.
- Group RRSP plan with employer matching employee contributions up to 5% of your gross wage.
- Supportive family-friendly work environment.
- Paid professional development opportunities.

To apply, please submit your:

- **Cover letter**
- **Resume**
- **Three professional references. Please include their name, indicate your professional relationship, and their email and phone number.**

Please send your application to **Nicole Li, Justice Avenues Program Manager**, at nicole@legalinfopei.ca.

Interested applicants are encouraged to apply! If you have questions about the position, please contact Nicole.

The deadline to apply is Friday, October 2, 2026 at 12 pm.