

Full-Time Public Legal Education Lawyer

Since 1975, CPLEA has been providing understandable information to Albertans about the laws that affect their lives. We advance social justice through our community research and education activities. We are looking for a full-time Public Legal Education Lawyer to join our team in Edmonton.

What you will be doing:

- For the first several months the successful applicant will take over the duties of a CPLEA team member who is away on maternity leave. Most of your time during this period will be spent as the lead lawyer working on our very successful Residential Tenancies Legal Information Program and our Condominium Education Program (see www.landlordandtenant.org and www.condolawalberta.ca). For the balance of your time, and following the return of our staff lawyer, you will have the opportunity to work on a variety of other CPLEA projects. For examples of the exciting work we do, see www.cplea.ca/projects;
- You will help plan, write, edit and evaluate plain language public legal education resources. You will provide legal review of resources produced by other members of the CPLEA team. CPLEA's resources include web pages, tip sheets, booklets, infographics, videos, presentations and on-line magazine articles. To access our twelve websites and many publications, go to www.cplea.ca;
- You will plan and deliver public legal education presentations and workshops throughout Alberta;
- You will conduct both traditional legal research and help with research assessing community needs for public legal information and education resources;

The qualifications, skills, abilities and interests you have:

- You have a law degree (LLB or JD) and are eligible to be a full member of the Law Society of Alberta;
- You have at least two years' relevant experience;
- You have strong knowledge of residential tenancy law, condominium law and family law;
- You are a good writer and have strong public presentation skills;
- You are proficient with Word, Excel and Outlook and can use WordPress (or are not afraid to learn);
- You are a "people person" with strong interpersonal and networking skills. You will be able to work collaboratively with CPLEA staff, volunteers, partners and advisors from the community;
- You are interested in access to justice issues;
- You have a valid driver's license and access to a dependable, insured vehicle;

The following skills or experience would be assets (but are not all expected):

- Experience writing educational materials or plain language legal materials;
- Experience managing programs or projects;
- Experience in the non-profit sector, especially in a public interest law environment;
- Community development experience;
- Teaching experience;
- Experience working with an organization which serves vulnerable people;
- The ability to speak and write in French.

The salary range for the position is competitive for the non-profit sector (\$60,000 to \$70,000 plus benefits).

To Apply: Please submit a covering letter and resume to:

Jeff Surtees, Executive Director: jsurtees@cplea.ca by 5 p.m. on April 13, 2017.

We thank all applicants for their interest. Only individuals selected for interviews will be contacted.