



FREE easy to understand legal information for Albertans

## Now Hiring

### Legal Writer

**Full time (35 hours per week) - Maternity Leave Position with possibility of extension**

*\*successful candidate must be able to start immediately\**

**The current salary range for this position is \$65,000 to \$75,000 per year**

**This is a hybrid position, with minimum 3 days a week in office and up to 2 days working remotely**

For 50 years, CPLEA has been providing Albertans with current, practical and plain language information and education about the laws and legal processes that impact their lives. We provide information in multiple formats including websites, print, videos, webinars and e-courses. Our multidisciplinary team has training and experience in law, plain language writing, web and graphic design, web maintenance and evaluation best practices. To access our many resources and learn more about our work, visit [www.cplea.ca](http://www.cplea.ca).

#### What you will be doing:

Your main task will be to help write and edit plain language and engaging course content for CPLEA's new Justice Navigator Training program. Learn more at [www.cplea.ca/justice-navigator-training/](http://www.cplea.ca/justice-navigator-training/). You will be researching various areas of the law, working with our community partners to determine what content is most relevant to include, and drafting course content accordingly. You will also help coordinate external legal review of the content and user testing of the draft modules. Finally, you will collaborate with other team members to create videos, course design, internal content reviews, and communications.

#### **Other tasks in this position include:**

- Acting as Interim Editor of CPLEA's popular legal blog for non-lawyers, LawNow [www.lawnow.org](http://www.lawnow.org).
- Helping to plan and deliver public legal education webinars.
- Helping to plan, write, and edit plain language public legal education resources on various legal topics.

#### The qualifications, skills, abilities and interests you have:

- You have a law degree (LLB or JD) and are eligible to be a member of or student-at-law with the Law society of Alberta. Recent law graduates with relevant experience are welcome to apply, though this is not an articling position.
- You are a very strong writer – you have strong grammar skills and can adjust your writing for different audiences, including writing about the law in plain language for non-lawyers.
- You are comfortable using technology and learning new types of software.
- You are a “people person” with strong interpersonal and networking skills. You will be able to work collaboratively with CPLEA staff and community partners.

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

- Experience or training in post-secondary or adult education
- Experience writing and editing plain language educational materials
- Experience coordinating programs or projects
- Experience in the non-profit sector
- Experience serving vulnerable people

**APPLICATION DEADLINE Wednesday, September 10, 2025 @ 5pm**

For more information or to submit your resume and cover letter, contact  
[humanresources@cplea.ca](mailto:humanresources@cplea.ca)

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