



FREE easy to understand legal information for Albertans

We Need a Summer Student!

LEGAL RESEARCHER

(Canada Summer Jobs Student funded by the Government of Canada)

The Legal Resource Centre of Alberta Ltd. operating as: Centre for Public Legal Education Alberta (CPLA), is seeking a motivated and enthusiastic individual to fill the full time summer position of Legal Researcher (35 hours per week for approximately 15 weeks).

At CPLA we provide understandable information to Albertans about the laws that affect their lives. We do it through print publications, websites, email, phone, in-person and through our electronic publication - LawNow.

As a Legal Researcher you **must** be interested in helping people find access to justice and be a strong plain language writer with a high degree of accuracy and attention to detail.

Job Description

- This is a hybrid position, with Tuesday through Thursday in the office and remote work on Mondays and Fridays
- What you will be doing:
 - ✓ Updating written answers to frequently asked questions on one of our websites
 - ✓ Researching and drafting content for resources called "Know Your Legal Rights"
 - ✓ Drafting articles for our online publication LawNow.org
 - ✓ Helping collect information about our housing law stakeholders
 - ✓ Help with video planning
 - ✓ Other legal research as directed by our staff lawyers

Qualifications

- You have successfully completed at least one year of law school
- You are proficient with the basic MS Office programs (primarily Word and Excel)
- You are a "people person" with strong interpersonal and networking skills. You will be able to work collaboratively with CPLA staff, volunteers, partners and advisors from the community
- As this position is funded by the Canada Summer Jobs program, you must:
 - ✓ Be a Canadian citizen or permanent resident, between 15 and 30 years of age
 - ✓ Be legally entitled to work according to Alberta legislation and regulations

Hourly wage \$25.00/hour

Position Start date approx. May 15

APPLICATION DEADLINE May 10 @ 5pm

For more information or to submit your resume and cover letter, contact:

humanresources@cplea.ca

We thank all candidates for their interest. Only those selected for an interview will be contacted.