CALL FOR APPLICATIONS:

PLEAC Project Coordinator

The Public Legal Education Association of Canada (PLEAC), in partnership with the Ontario Justice Education Network (OJEN) and Community Legal Education Ontario (CLEO), is hiring a full-time Project Coordinator

Type: full-time employment from November 2019 until March 2024.

Location: Toronto, Ontario.

Compensation: starting salary range $62,000 - $70,000 (depending on experience) plus medical & dental benefits

Qualifications Requirements: training or experience in law and the not-for-profit sector preferred; familiarity with the field of public legal education ideal. This position requires communicating with project stakeholders in both official languages. Candidates must be fully bilingual. Please do not apply unless you can work in both English and French.

Application Deadline: Monday, November 18, 2019.

About PLEAC & its Partners

The Public Legal Education Association of Canada (PLEAC) is a national non-profit organization that serves as an umbrella organization for groups working in the field of public legal education across Canada. Founded in 1987, PLEAC helps facilitate the goals of communication and cooperation between groups and individuals engaged in public legal education, the development of knowledge and skills in this field, and acts as a national voice and advocate on issues concerning the public legal education community.

The Ontario Justice Education Network (OJEN) is a charitable, non-profit, public legal education organization that develops innovative educational tools that introduce young people to the justice system, help them understand the law, and build their legal capability. Community Legal Education Ontario (CLEO) develops clear, accurate, and practical legal rights education and information to help people understand and exercise their legal rights. Both OJEN and CLEO are member organizations of PLEAC.

About the Position

The Project Coordinator will oversee a new 4.5 year Justice Canada project, in addition to other tasks. Their primary responsibility will be to oversee PLEAC’s project (the “PLEAC Project”), funded by the Department of Justice Canada (DOJ), that supports knowledge sharing among organizations that have received DOJ funding for prevention of sexual harassment in the workplace projects.
Additionally, the Project Coordinator will provide coordination and administrative support to the PLEAC Board of Directors.

This is a full-time position, based on 35 hours of work per week, and will be housed at OJEN and CLEO’s offices in downtown Toronto. It is expected that, in addition to the Project Coordinator role (approx. 28 hours per week), the Coordinator will also be available to CLEO and/ or OJEN (approx. 7 hours per week) to carry out knowledge-sharing activities, of a similar nature, that will be assigned by CLEO and/ or OJEN.

Responsibilities of the Project Coordinator
The Project Coordinator will be responsible for overseeing the PLEAC Project, ensuring that the deliverables are achieved according to the timelines. The deliverables include:

- Corresponding (through telephone and email) with organizations funded by the DOJ's Preventing Sexual Harassment in the Workplace fund, to determine knowledge-sharing needs;
- Facilitating knowledge sharing among funded organizations, including the sharing of best practices and innovative initiatives, by organizing and hosting regular webinars and virtual meetings;
- Organizing and facilitating 2 national conferences for funded organizations, PLEAC member organizations and other relevant stakeholders;
- Maintaining an accessible and up-to-date online sharing platform for funded organizations and PLEAC member organizations;
- Reporting to the PLEAC Board of Directors on a regular basis, and preparing reports to the DOJ as required.

The Project Coordinator will also support the PLEAC Board of Directors by:

- Coordinating the PLEAC Annual General Meeting, as well as periodic board and committee meetings;
- Maintaining minutes, notes and records;
- Maintaining and updating PLEAC’s website and engaging in social media on behalf of PLEAC;
- Maintaining a document management system for PLEAC members.

It is anticipated that the primary duties of the Project Coordinator will require 28 hours of work per week. The remaining 7 hours per week will include the coordination of knowledge-sharing activities of a similar nature, as assigned by CLEO and/ or OJEN.

Skills, Competencies, and Experience

- Exceptional written and oral communication skills, including digital communication skills, in both French and English is a requirement;
- Familiarity with social media, online collaboration and web management platforms;
- A minimum of three years of experience in project coordination/management, including strong organizational skills;
- Strong interpersonal skills, including experience in building collaborative initiatives;
- Proficiency in Microsoft Word, Microsoft Excel, and Microsoft Outlook;
- Ability to work independently;
- Experience in organizing events, coordinating meetings, keeping records and reporting to funders;
- Experience in law and the non-profit sector;
- Strong commitment to social justice;
- Knowledge or experience in the field of public legal education is an asset.

The Project Coordinator will report on a day-to-day basis to the Executive Directors of OJEN and CLEO, and on a regular basis to the President of the PLEAC Board of Directors.

**How to Apply**

Please send a cover letter explaining your interest in and qualifications for the position, as well as your CV/resume to pleac.aceij@gmail.com addressed to the attention of Jess Reekie, with the subject line “PLEAC Project Coordinator: Application from [your name]”. Please note, we will only consider applications from individuals who provide both a cover letter and CV/resume.

Applications are due by 11:59 pm on **Monday, November 18, 2019**.

A small number of candidates will be selected for interviews, which will take place between **November 25 and November 27, 2019**. (Only candidates selected for an interview will be contacted.)

Anticipated start-date is **December 2, 2019**.