



# Community Legal Information

Empowerment Through Knowledge

## Legal Navigator

### 18-month contract position with possibility of extension

Community Legal Information (CLI) is a PEI charity that provides legal information, and lawyer referrals. We also run specialized programs; RISE, Justice Avenues and Renting PEI. Our goal is to provide PEI residents with plain language information about Canadian law and the justice system.

We are hiring a Legal Navigator. A Legal Navigator helps people with legal questions by phone, in person and by email. They also offer clients support, referrals, and resources. Comprehensive training is provided. If you are interested in helping people understand the law, this role could be a good fit for you. Apply now to join our team and make a difference in our community.

#### The Legal Navigator:

- Provides legal information to clients by phone, email, and in-person.
- Triage clients appropriately.
- Identifies and provides appropriate referrals.
- Administers CLI's Lawyer Referral Service in a clear, confidential, and accountable way.
- Shares feedback from lawyers and clients with the Client Service Manager.
- May deliver legal information presentations, as needed.
- Maintains absolute confidentiality.
- Supports other CLI work as needed.

#### Qualifications:

- University or college degree OR an acceptable combination of skills and work experience.

#### Experience:

- 1+ years' experience working with the public.
- Experience working with a wide variety of people, especially vulnerable groups.
- Comfortable reaching out to community partners, service providers, and/or government representatives.
- Experience helping people who are upset and/or in crisis.

#### Skills:

- Fluency in English.
- Clear communicator, both in spoken and written communication.
- Ability to work well with others.
- Strong organizational skills and used to meeting deadlines.
- Demonstrated ability to adapt to change in a dynamic workplace.
- Competent using Google suite.
- Aptitude to learn and apply new and complex information quickly.

**Assets:**

- Familiarity with legal topics and knowledge of the justice system.
- 1+ years' experience working in a non-profit organization.
- Fluency in French, Arabic or Chinese.

There is occasional overtime for meetings, training, or to deliver presentations during the evening or on weekends. Access to reliable transportation, including public transit, is required.

This is an 18-month full-time contract position at 37.5 hours per week, Monday to Friday, with the possibility of extension pending funding.

**Compensation and Workplace Culture:**

- The starting salary range is \$43,470 - \$47,610 depending on experience.
- Competitive employee benefits package including comprehensive medical and dental benefits.
- 4 weeks of paid vacation.
- 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 **Andrea Macdonald, Client Service Manager**, at [andrea@legalinfopei.ca](mailto:andrea@legalinfopei.ca).

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

**The deadline to apply is Monday November 4<sup>th</sup> at 5 pm.**