



Community Legal Education Association

Community Legal Education Association, (CLEA), a not-for-profit organization providing public legal education and information services to Manitobans, requires a PROJECT COORDINATOR

The Project Coordinator will be responsible for coordinating and delivering presentations as part of CLEA's Workplace Sexual Harassment Project as well as coordinating CLEA's core programs.

Workplace Sexual Harassment Project

The Project Coordinator will be responsible for:

- Arranging venues, either virtual or actual for 20 rural and 5 Winnipeg Workplace Sexual Harassment presentations (to be delivered between 2020 and March 2024),
- Advertising and promoting the Workplace Sexual Harassment workshops,
- Coordinating presenters for the presentations,
- Delivering presentations on Employment Law and Workplace Sexual Harassment,
- Evaluating effectiveness of presentations.

CLEA Core Programs

The Project Coordinator will be responsible for:

- Coordinating special events (annual law conference) and training programs,
- Coordinating Speakers Bureau requests,
- Coordinating and implementing CLEA's community programs,
- Conducting outreach with community organizations,
- Identifying public legal education needs in the community.

Qualifications:

- Law Degree,
- Excellent understanding of Employment Law,
- Experience with organizing and delivering webinars and virtual presentations,
- Ability to communicate effectively with diverse groups with confidence and sensitivity,
- Strong oral, and written communication skills,
- Excellent organizational skills,
- Excellent presentation skills,
- Able to meet deadlines,
- Previous program development and evaluation experience as asset.

This is a term, full-time position with the possibility of extension.

Please submit resume by Friday, September 11, 2020 to:

Mary Troszko, Executive Director
Community Legal Education Association
301 - 441 Main Street, Winnipeg, MB, R3B 1B4
mctroszko@communitylegal.mb.ca

We thank all who apply. Only applicants who are selected for an interview will be contacted.