



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 Senior Abuse Project as well as coordinating CLEA's core programs.

Senior Abuse Project

The Project Coordinator will be responsible for:

- Arranging on-line venues for 10 Senior Abuse presentations (to be delivered by October 30, 2021),
- Advertising and promoting the Senior Abuse presentations,
- Delivering presentations on Senior Abuse,
- Evaluating effectiveness of presentations.

CLEA Core Programs

In collaboration with CLEA's Program Coordinator, 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 senior abuse,
- 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 one year term, full-time position with the possibility of extension.

Please submit resume by Friday, May 7, 2021 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.