

COMMUNITY LEGAL EDUCATION ASSOCIATION (CLEA) a not-for-profit association providing public legal education services, requires a PROJECT COORDINATOR, to help us expand our services in rural Manitoba.

The project coordinator would be responsible for the following:

- To canvass the legal profession outside Winnipeg to recruit volunteers for the Speakers Bureau and the Lawyer Referral Program.
- To compile a list of organizations in rural Manitoba (newcomer organizations, libraries, high schools where Law 40S is taught, First Nation organizations, RCMP detachments, seniors organizations, and domestic violence service providers) .
- To design a needs assessment tool.
- To do outreach with rural organizations to see if they would be interested in participating in a needs assessment and to see if they would be interested in legal presentations, and receiving public legal education publications.
- To conduct the needs assessment and collate the results.
- To meet with organization representatives in person in three communities - Brandon, Gimli and Selkirk.

Qualifications:

- excellent understanding of the justice system and legal principles
- ability to communicate effectively with diverse groups with confidence and sensitivity
- strong oral and written communication skills
- computer skills, including word, excel, powerpoint and database management
- strong organizational skills and the ability to prioritize tasks
- experience in research and data collection, and compiling reports
- valid Class 5 Drivers' License and access to a vehicle
- previous project coordinator experience

This is a full time (30 to 35 hours per week) six-month term position.

The Project Coordinator will work under the direction of The Executive Director of Community Legal Education Association.

Interested candidates should forward their cover letter and resumé by Friday, January 25, 2019 to:

Mary Troszko, Executive Director
Community Legal Education Association
301 – 441 Main Street
Winnipeg, Manitoba R3B 1B4
fax (204) 943-3600; email: mctroszko@communitylegal.mb.ca

Only candidates selected for an interview will be contacted.