

COMMUNITY LEGAL WORKER POSITION

The HIV & AIDS Legal Clinic Ontario (HALCO) is a community legal clinic serving the legal needs of people living with HIV in Ontario. HALCO staff provide legal advice and representation, and engage in public legal education, law reform and community development activities. HALCO is seeking a Community Legal Worker (CLW).

Core Responsibilities

- Engage in public legal education activities (e.g., conduct workshops, produce newsletters)
- Develop content for and maintain clinic's website
- Engage and manage social media activities
- Maintain clinic databases (e.g., clinic member, referral)
- Foster relations and liaise with clinic members, community members, volunteers, organizations and community groups
- Assist with funding applications and reports

Required Qualifications

- Post-secondary education (paralegal license is an asset but not a requirement)
- Exemplary written and oral communication skills
- Knowledge and understanding of and experience with social media platforms and content development
- Understanding of poverty/clinic areas of law (e.g., social assistance, tenancy, human rights)
- Ability to undertake multiple demands in a dynamic work environment
- Experience working with community-based and/or activist groups
- Experience working with equity-seeking groups
- Ability to travel (province-wide), work evenings and occasional weekends

Preferred Qualifications

- Knowledge of HIV and affected communities
- Familiarity with the community legal clinic system
- Fluency in French

Application Deadline: Tuesday, November 26, 2019 (5:00 p.m. E.S.T.)

Interested candidates are asked to submit a cover letter, résumé, writing sample, and references by electronic mail to:

Hiring Committee, HIV & AIDS Legal Clinic Ontario, Email: secordam@lao.on.ca

Candidates from equity-seeking groups, including people living with HIV, are encouraged to apply. While all applications are appreciated, only those applicants offered an interview will be contacted.