



JOB POSTING

Director, Public Interest and Legal Initiatives
Full Time Continuing (35 hours per week)

PRIMARY FUNCTION

The Director, Public Interest and Legal Initiatives provides strategic leadership and oversight to The 519's emerging programs and services that seek to increase the LGBTQ2S communities access to justice. This is a new position that offers an exciting opportunity for a passionate legal professional to work collaboratively to ensure the effective integration of legal support and referral services to a diverse range of programs, including our work with refugees, seniors, youth, trans and non-binary communities, and other marginalized queer and trans communities. The position will engage in legal, policy, and administrative advocacy, as well as community organizing and outreach, coalition-building, and media work.

This position participates as an active member of The 519's senior leadership team helping to ensure that the programs and services achieve The 519's mandate, goals, and objectives, and that it operates in line with the City's Relationship Framework while maintaining the effective operation and development of The 519 and the broader community.

KEY MANAGEMENT ACCOUNTABILITIES

- Establishes productive relationships with public and private legal organizations, educational institutions, community agencies, the private sector and funders to establish effective legal partnerships, develop solutions and coordinate resources to effectively address barriers to justice facing LGBTQ2S and downtown communities;
- Hires, supervises and manages employee performance ensuring effective teamwork, promotes high standards of work quality, organizational performance, continuous learning /improvement and encourages innovation in others. Monitors and evaluates employee performance, recommends and approves salary increments, and recommends and implements timely disciplinary action in accordance with the Collective Agreement.
- Provides leadership in the creation and growth of this new unit, including developing and communicating a vision and priorities for the work;
- Oversees the delivery of a diverse range of community-focused legal services that increase access to justice for LGBTQ2S communities;
- Manages and oversees volunteer-run Legal Clinics including oversight of volunteer legal professionals, providing appropriate triage and assignment of resources;
- Recruits, trains, supervises, and retains volunteer legal professionals, including attorneys, paralegals, interns and law students to expand access to services and increase service capacity, including outreach to and partnering with local law schools and law firms to recruit new volunteers and interns throughout the year;
- Provides ongoing training and technical assistance to staff, volunteer legal professionals, and additional volunteers who provide clients with intakes or otherwise assist clients, to ensure that there is strict adherence to organizational policy and protocols and all relevant legislation;

- Engages in cross-organizational collaboration and facilitates opportunities for staff to contribute to build their knowledge of legal resources and contribute to the development of new resources;
- Proposes programming innovations and improvements to address the existing and emerging legal trends and needs of diverse LGBTQ2S and downtown communities;
- Provides leadership in the evaluation process of relevant programs and services from a community and participant-centered approach. Uses input/results to guide legal service enhancements for the continuous improvement of services;
- Monitors and analyzes current and emerging legal, social, economic, and political trends and issues within assigned portfolios to provide strategic advice to senior management, and undertake development of impactful programs and services;
- Helps to identify and pursue opportunities for program expansion, including grant writing;
- Expands and develops the Legal Services Advisory Board;
- Manages team's performance including participation in the resolution of labour relations issues in accordance with the Collective Agreement and City of Toronto / The 519 policies and contributes to continuous improvement of team's performance through analysis, development, and implementation of sound management practices and procedures;
- Acts as Supervisor under the definitions of the Occupational Health and Safety Act, and ensures that adequate training, safety equipment, and safe work procedures are in place to develop a strong culture of Health and Safety minimizes any health and safety issues;
- Ensures compliance with all applicable legislation including but not limited to the Employment Standards Act (ESA), the Occupational Health and Safety Act (OHSA), Collective Agreements, and The 519/City of Toronto HR policies including the Toronto Public Service By-law;
- Ensures that all policies and procedures are uniformly understood and implemented by staff. Develops and coordinates in-service and other training sessions as required to support staff, placement students and volunteers;
- Contributes to continuous improvement of team's performance through analysis, development, and implementation of sound management practices and procedures;
- Participates as an active member of The 519's senior leadership team helping to ensure that the programs and services achieve The 519's mandate, goals, and objectives, and that it operates in line with the City's Relationship Framework while maintaining the effective operation and development of The 519 and the broader community;
- Provides on-call management coverage, overseeing all programs, services, and facility coordination;
- Prepares and presents reports and provides advice to Board of Management and/or its Committees on related program policy and finance matters;
- Provides input into and administers assigned budget, ensuring that expenditures are controlled and maintained within approved budget limitations;
- Contributes to the multi-year planning process as it relates to programs, community services, and education/outreach initiatives.
- Develops and manages various partnerships with community agencies, City of Toronto divisions, funders, and community members to provide accessible legal services and referrals that improve access to justice and overall community well-being. Represent The 519 at meetings, community events, on committees, taskforces, etc.;
- Develops and maintains effective working relationships with funders and community partners. Liaises with various City of Toronto staff regarding appropriate matters and in compliance with relevant policies.

KNOWLEDGE AND EXPERIENCE

1. Post-secondary education and law degree (LL.B or J.D) and a minimum seven years of related management experience in a government, public interest, education or legal setting.
2. Extensive experience in the planning, development, and implementation of community-based programming for marginalized and/or vulnerable communities including demonstrated expertise and experience integrating community development and social inclusion principles in program planning, development and delivery;
3. Experience managing in a unionized environment considered an asset. Ability to effectively motivate, train, and supervise staff, students, and volunteers;
4. Knowledge of current legal issues and trends for LGBTQ2S community members;
5. Demonstrated commitment to racial justice;
6. Knowledge of current issues and trends regarding immigration, anti-poverty, education, advocacy, community development, social housing, mental health, addiction, community funding, municipal trends, policies and related legislation;
7. Demonstrated experience managing administrative and financial activities associated with program operations including report and grant writing, well-developed budget and variance reporting experience;
8. Excellent writing, analytic and public speaking skills and ability to be flexible in approach and strategy
9. Excellent leadership skills, strategic judgment, entrepreneurial spirit, and the drive to originate and effectuate challenging campaigns
10. Demonstrated experience in developing partnerships within and across sectors and integrating agency staff, community members and other stakeholders;
11. Ability to multi-task effectively and meet competing deadlines for internal and external partners using a customer-centric approach;
12. Knowledge of applicable legislation (Occupational Health and Safety Act, MFIPPA, Human Rights Code, applicable Collective Agreements, City of Toronto / The 519 policies, etc.);
13. Highly developed interpersonal, verbal and written communication skills and the ability to work and comfort with communicating effectively with a broad range of stakeholders. Ability to negotiate persuasively, resolve conflict, and effectively forge solid internal and external relationships;
14. Strong strategic and lateral thinking skills in combination with strong research, analytical, and problem solving abilities;
15. Proficient in Windows, various accounting software, spreadsheet, and database applications;
16. Strong facilitation and project management skills including the definition of project purpose and objectives, project activities, milestones and deliverables, and monitoring and tracking progress;
17. Demonstrated decision making skills with a track record of results-orientated leadership;
18. Demonstrated proficiency in management competencies required in the City of Toronto including strategic orientation, leadership, political acuity, and fiscal responsibility.

TERMS OF EMPLOYMENT

Position Status	Full-Time Continuing
Status	Management

Annual Salary	\$81,390.40 – 95,604.60 (under review), plus benefits and pension plan
Supervision Scope	2-4 FTE local 2998 employees – Manager, and Coordinators, Anti-Violence programs
Hours of Work	35 hours per week, various shifts, including weekdays, evenings and weekends as needed.

APPLICATION INSTRUCTIONS

Email cover letter and resume to Careers@The519.org no later than 4:00 p.m. on March 4, 2019, quoting **Job 19-01** in the cover letter and in the subject line of the email.

If you choose, you may provide us with the [pronouns you would like us to use](#) in your email or your cover letter. We will respect these pronouns throughout the hiring process.

The 519 actively encourages applicants from all equity seeking groups. The 519 embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop, and retain highly talented employees from diverse backgrounds allowing us to benefit from a wide variety of experiences and perspectives. We thank all applicants and advise that only those selected for an interview will be contacted. No agencies please.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto's Accommodation Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.