

JOB POSTING

Coordinator, Access to Justice (Education and Outreach)

*Full-Time Continuing
Job #23-12*

PRIMARY FUNCTION:

Reporting to the Manager, Public Interest and Legal Initiatives, this position coordinates and leads community justice legal education and outreach programming for the 2SLGBTQ+ community and supports the development of new programming and advocacy efforts that align with needs identified by the communities we serve.

KEY ACCOUNTABILITIES:

- Responsible for coordinating community legal justice education and outreach programming, internally and externally to The 519.
- Provides legal education and information virtually/online and in-person at a variety of venues including legal clinics, workshops and special events at The 519 and other agencies.
- Coordinates volunteer legal professionals, students, and community justice leaders to engage in regularly scheduled community justice legal education initiatives with a focus on the needs of Black, Indigenous and People of Color (BIPOC) and queer, trans and non-binary (QTNB) communities.
- Coordinates the education, training and supervision of student placements and volunteer legal professionals.
- Coordinates community justice micro-granting projects and other special community outreach and legal education initiatives.
- Maintains active knowledge of other access to justice programming. Supports coordination of programming in order to facilitate and enhance community engagement opportunities.
- Receives inquiries from the public (online, telephone and in person), determining and assessing the nature of inquiries, screening for early intervention/resolution of inquiries and connecting clients with internal supports at The 519 and in the community.
- Develops opportunities to further embed community justice legal information, education and outreach opportunities across The 519 programming.
- Coordinates community justice education programming activities with the Education and Training Department; supports the development of a community justice education strategy that complements the goals of The 519's Education and Training Department goals.
- Supports the development of branded materials and collateral that clearly communicates The 519's legal initiatives and advocacy activities to key internal and external audiences.
- Responsible for updating and disseminating information about our Access to Justice programs and services to external agencies, including digital and print resources.
- Serves as an organizational liaison with coalition partners and external stakeholders, including those engaged in legal and civil rights-based work.
- File management, including maintaining project file management, volunteer shift entries, incident reports, as well as updates to client records, procedures, templates, and forms in accordance with program protocols.
- Utilizes data management systems and procedures for administering and tracking community justice education and outreach activities; consolidates and reports on data and trends.

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- Works to ensure that community justice education and outreach programs are accessible and low-barrier.
- Through community engagement, works to identify legal issues and unmet legal needs through a variety of engagement and research efforts and supports the development of new community justice education and outreach initiatives.
- Provides strategic advice and feedback regarding advocacy efforts and campaigns that incorporate communications, digital, and grassroots community justice education and outreach organizing strategies, with the goal of involving as many internal and external partners as possible to maximize impact.
- Supports the expansion of our legal initiatives through assisting in the development and implementation of new programs, activities and events that utilize a community development lens to build community understanding and capacity to respond to legal issues.
- Maintains a comprehensive understanding of the impact of the criminalization of marginalized communities and intersectional oppression.
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

- Minimum 2 years of relevant legal education (undergraduate, college or law school)
- Minimum 2 years of experience in legal and/or community justice programming
- Strong knowledge of diverse 2SLGBTQ+ communities and access to justice programs and services in Toronto
- Experience and demonstrated ability to identify legal issues and assess community needs that informs effective appropriate community justice education and case management services relating to housing, poverty, employment, family and gender-based violence.
- Experience coordinating volunteers and students.
- Strong written, organizational, analytic, data management and public speaking skills with utilization of plain language in communication and relevant collateral regarding a variety of legal justice topics.
- Understanding and analysis of the systemic nature of oppression, particularly the intersection of gender, race, sexuality, and class; this position requires a commitment to and passion for social justice.
- Demonstrated knowledge of anti-racism, anti-discrimination, and human rights principles
- Excellent time management, project management, and delegation skills and willingness to embrace adaptability and bring creative and critical thinking to the project.
- Demonstrated experience working with diverse religious, racial, and ethnic communities.
- Ability to work both collaboratively and independently.
- Experience and skills in building coalitions, leading collaborative efforts, developing agendas, recording decisions and working on advocacy campaigns.
- Strong interpersonal and communications skills and ability to work and communicate with a diverse audience: staff, organizational partners and community members.

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- Fluency in a second language strongly preferred.
- Outstanding computer skills (particularly Microsoft Office programs including Word, Excel, Outlook and Salesforce), proficiency in utilizing the internet, and familiarity with evaluation tools.
- Working knowledge of MFIPPA and other relevant legislation.

TERMS OF EMPLOYMENT:

Position Status	Continuing, Full Time
Union Status	Union Position - CUPE Local 2998 – Wage Grade 9 (<i>possible upcoming classification review</i>)
Starting Hourly Rate	\$26.65/hour starting rate (City of Toronto 2023 Wage Grid for Union Staff) (Range \$26.65/hour-\$30.86/hour)
Benefits	Enrolled in health, dental, life and disability benefits after completing probation; Mandatory OMERS pension enrollment from day one.
Hours of Work	40 hours per week, Monday to Friday 9:00 a.m. – 5:30 p.m., some evenings and weekends may be required as needed.
Vacation	3 weeks per year (eligible to use after 1 year of employment)
Location	Due to the nature of the work, this job will be performed primarily on site, with some opportunities to work from home.

APPLICATION INSTRUCTIONS:

Email your cover letter and resume as one document to Careers@the519.org no later than **Sunday, June 4, 2023**. Please quote **Job #23-12** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job #23-12 First Name Last Name". Please also share [which pronouns you would like us to use](#) when corresponding with you (directly and within The 519) in your email or your cover letter.

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

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. No agencies please.

Accommodation: *The 519 is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when*



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contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.