



## **JOB POSTING**

Lawyer, Access to Justice  
Full-Time Permanent  
Job #25-16

### **ABOUT THE 519**

The 519 is a community centre committed to the health, happiness and full participation of Two-Spirit, Queer, Trans, Non-Binary and Gender-Diverse (2SQTNB+) communities. Focusing on the needs of the local and broader 2SQTNB+ community, The 519's programs and services include weekly drop-ins, community food initiatives, housing and shelter support, newcomer settlement services, child and family development, youth and elder programs, legal and tax clinics, access to justice programming and community organizing.

Physically located in Toronto, The 519 is the largest community centre of its kind. Access to justice services, legal education, public awareness and community engagement initiatives are available in hybrid formats. We take an Ontario-wide reach for the provision of culturally-competent pro bono legal advice services and legal education workshops where 2SQTNB+ communities may otherwise lack access. We also aim to support capacity building in smaller centres throughout Ontario through legal education and legal services.

### **PRIMARY FUNCTION**

Reporting to the Director, Legal Initiatives and Public Interest, the Lawyer, Access to Justice is an experienced lawyer with a strong knowledge of legal issues affecting 2SQTNB+ communities and strong skills in legal research and writing, public legal education, facilitation and community engagement.

Aligned to The 519's access to justice programming, the Lawyer oversees the development and implementation of legal education and select community justice initiatives at The 519.

The Lawyer works collaboratively with staff to build meaningful and responsive community-based and sector-capacity building legal education and legal services. Education and services will promote and defend rights-based practices and policies relevant to 2SQTNB+ communities with particular focus on the anti-violence, anti-hate needs of trans communities and newcomers. This role will evolve to include the provision of legal advice and representation services on related issues, as well as supervision of students and other staff.

The Lawyer is an active member of The 519's management team. This includes engagement in cross organizational projects and supporting internal capacity building. The Lawyer ensures that their work aligns with The 519's strategic goals and guiding principles and encourages staff to engage in professional development that fosters inter-team collaboration. Effective communication and teamwork skills are essential for this role.



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## KEY ACCOUNTABILITIES

- Designs and delivers in person and online thematic community-based and sector capacity-building legal education programs aimed at protecting and advancing the rights of 2SQTNB+ community members.
- Develops public legal education materials including presentations, guides, toolkits, e-courses, articles, website content, newsletter content and promotional materials.
- Conducts research on legal issues affecting 2SQTNB+ communities. Maintains up-to-date knowledge of current developments in laws affecting the 2SQTNB+ community with particular focus on human rights, anti-hate, anti-poverty and newcomer issues. Reviews legislative and policy for legal implications on the 2SQTNB+ community and provide guidance and recommendations for reform.
- Creates briefing memos and reports for select 519 staff members, Board members and other audiences. Drafts submissions for government consultations, standing and subcommittee meetings.
- Provides legal information, education and referrals to community members with the possibility of summary advice, brief services and representation in select areas of law.
- Conducts limited brief services litigation by researching law, reviewing and preparing evidence, interviewing or preparing witnesses, preparing documentation and advocating before courts and various administrative tribunals. Conducts research and makes decisions on legal interpretations and applicability of statutes and case law to a particular fact situation.
- Works with The 519's staff, volunteers and community stakeholders to lead creative and multi-modal public engagement events and educational law reform initiatives designed to support community mobilization and strategies to increase 2SQTNB+ community wellness, resilience and amplification of issues for change.
- Liaises with communities to obtain input and direction on legal education and policy recommendations.
- Seeks and maintains community partner relationships and outreach to new audiences in order to support the growth of The 519's legal educational programming. Represent The 519 at select public and government relations meetings.
- Develops and implements detailed plans, develops and recommends policies/procedures regarding program specific requirements.
- Develops, administers and monitors the operating budget for select initiatives and programs, ensuring that expenditures are controlled and maintained within approved budget limitations.
- Acts as supervisor under the definition of the *Occupational Health and Safety Act*, ensuring that adequate training, safety equipment, and safe work procedures are in place to develop a strong culture of health and safety.
- Manages, motivates and trains assigned staff. Ensures effective teamwork, continuous learning, and high standards of work quality and organizational performance. Encourages innovation in others and increases efficiencies and effectiveness of the services.
- Supervises the day-to-day operation of all assigned staff including the scheduling, assigning and reviewing of work. Authorizes and coordinates vacation and overtime requests. Monitors and evaluates staff performance, approves salary increments, hears grievances and recommends disciplinary action when necessary.

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- Leads continuous improvement of organizational performance through analysis, development, and implementation of sound management practices and procedures.
- Ensures compliance with all applicable legislation including, but not limited to, occupational health and safety legislation, Collective Agreements, The 519 and City of Toronto human resources policies, the City of Toronto Public Service By-law and the *Employment Standards Act*.
- Ensures the effective administration of collective agreements and seeks advice from Corporate Employee Relations when providing guidance on collective agreement matters and employee-related issues. May be required to participate in dispute resolution, the grievance procedure and arbitration.
- Maintains statistics and draft reports for funders.
- Performs other duties as required.

### KNOWLEDGE AND EXPERIENCE

- Member in good standing of the Law Society of Ontario.
- Extensive knowledge of the legal issues affecting 2SQTNB+ communities, anti-oppression and anti-racist frameworks, including current issues and trends.
- At least three years of experience providing legal education or service in one or more of the following practice areas: human rights, anti-poverty law, immigration, criminal law, housing, or other administrative law systems.
- Strong legal analysis, research and writing skills.
- Experience working with individuals experiencing gender-based violence.
- Significant experience working with 2SQTNB+ community members. Lived experience is a strong asset.
- An understanding of the intersection of gender, race, sexuality, age and class. A commitment to and passion for social justice.
- Demonstrated experience working and supporting community partnership objectives, coalitions, networks, pro bono volunteers, researchers and academics.
- Highly developed relationship building and interpersonal skills to deal with a broad range of stakeholders, both internal and external.
- Outstanding written and oral communication skills. Ability to communicate legal issues to a wide variety of audiences.
- Experience carrying out legal education projects that include research, community building, communications and evaluation plans.
- Experience with event planning, community organizing and project management.
- Strong strategic and lateral thinking skills in combination with strong organizational, research, analytical and problem-solving abilities.
- Case-file management and client relations skills to support legal advice and brief services.
- Ability to handle confidential and sensitive information in a professional manner.
- Experience supervising student and staff.
- Experience evaluating services, collating evaluation materials, drafting funding reports, program summaries and briefings.



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- Knowledge of applicable legislation including the *Occupational Health and Safety Act*, relevant privacy legislation, the *Ontario Human Rights Code*, Collective Agreements, and City of Toronto / The 519 policies
- Proficient in Microsoft Office and Adobe Creative Suites and Salesforce.
- Demonstrated proficiency in management competencies required in the City of Toronto including strategic orientation, leadership, political acuity, commitment to diversity and inclusion, human resources management, organizational and program management, and financial management.

## POSITION DETAILS

<b>Note</b>	The 519 is a City of Toronto agency. Employee human resources policies are established by the City of Toronto and employees must act in accordance with City policy including the Toronto Public Service By-law.
<b>Position Status</b>	Full-Time Permanent
<b>Union Status</b>	Management/Non-Union/Exempt
<b>Salary Range</b>	\$87,800-\$116,745 – Wage Grade 6
<b>Benefits</b>	Enrolled in health, dental, life and disability benefits after probation. Mandatory OMERS pension enrollment from day one.
<b>Hours of Work</b>	35 hours per week, flexible scheduling with expectation of evening and weekend work
<b>Vacation</b>	3 weeks per year
<b>Location</b>	Due to the nature of the work, this job will be performed on-site at The 519.

## APPLICATION INSTRUCTIONS

Email your cover letter and resume as one document to [Careers@the519.org](mailto:Careers@the519.org) no later than **Monday, July 7, 2025**. Please quote **Job #25-16** and your name in the cover letter and in the subject line of the email. For example, in the subject line write "Job 25-16 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 contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.