

POST: LEGAL INFORMATION OFFICER

For 30 years, the YWCA Legal Information Clinic has been serving hundreds of people each year. It offers confidential and individual consultations (by appointment only) with experienced volunteer lawyers and notaries on a variety of subjects: family law, immigration, criminal law, civil law, housing law, labour law.

The Legal Clinic is looking for a volunteer law student to fill the position of Legal Information Officer.

Tasks and Responsibilities

- Do legal research, write and prepare various reference tools such as guides and information capsules, in collaboration with the person in charge of the legal information clinic;
- Set up and facilitate workshops and roundtables in collaboration with the head of the legal information clinic;
- Assist in the development and drafting of letters, briefs and litigation documents;
- Provide legal support to volunteer lawyers, as needed;
- Greet the public;
- Perform various administrative tasks to ensure the smooth operation of the Clinic (managing the telephone, making appointments, forwarding correspondence, etc.).

Requirements and Qualities Needed

- **Knowledge:** Speak and understand French, good understanding of written and spoken English.
- **Skills:** Works in a team and under the supervision of the Legal Information Clinic Manager, strong writing skills, resourcefulness, passion and curiosity for the law, attention to detail.
- **Soft skills:** Reliable, well-organized, motivated, strong interest in women's issues and the community.

Limitations

Distinction between legal advice and legal information:

Section 128 of the Quebec Bar Act provides that only lawyers and notaries may provide legal advice or representation. Since students are not members of the Barreau du Québec, they cannot provide legal advice.

Students will sometimes be called upon to assist users in the drafting of legal communications: however, this concerns only the form and not the content. (For this purpose, students should refer to the Liability Waiver form).

All communications published by legal information officers on behalf of the Legal Information Clinic of the YWCA must be approved by the Clinic Manager.

Volunteer Conditions

- Go through an interview with the Legal Information Clinic Manager;
- Make a minimum six month commitment;
- Be committed and willing to volunteer 2-4 hours per week;
- Sign the Confidentiality Agreement and Conflict of Interest Policy.
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Type of Post and Schedule

Poste flexible, à temps partiel.