

**PRO BONO STUDENTS CANADA UNIVERSITY OF SASKATCHEWAN CHAPTER IS
HIRING FOR 2024-2025
FULL-TIME SUMMER AND PART-TIME SCHOOL YEAR POSITIONS**

WHAT IS PBSC?

Pro Bono Students Canada (“PBSC”) is a national organization on a mission to provide free legal support to people and communities facing barriers to justice. Founded in 1996 at the University of Toronto Faculty of Law, and with Chapters at 22 law schools throughout Canada, we are the largest *pro bono* organization in the country. We envision a society with accessible legal systems, where the dignity and rights of every person are upheld.

PBSC is guided by the following values:

- Dignity: We believe that every person is entitled to respect, to have their voice heard, and to fully enjoy their rights.
- Equity: We stand for substantive equality, inclusion, and diversity in all its forms. We focus on impact (not just good intentions).
- Humility: We prioritize listening, learning, and self-reflection. We value the wisdom of the communities we serve, and their lived experiences inform our work.

Each Chapter is staffed by law students, who work with the guidance and support of a local On-site Supervisor (staff or faculty member of the law school), and a Program Officer at PBSC National Office, which is housed at the University of Toronto Faculty of Law. The On-site Supervisor provides mentorship, guidance, and direction on Chapter logistics. The role of the National Office is to provide strategic direction to the organization, test and pilot access to justice initiatives, train local Program Coordinators at the start of each program year, and to support, guide and monitor the work of each Chapter throughout the year.

ABOUT THE ROLE

Positions Available

PBSC is looking to hire two (2) students to co-lead the PBSC University of Saskatchewan Chapter:

- One (1) Summer/School-year Coordinator
- One (1) School-year Coordinator

Responsibilities

As a Program Coordinator, you will be responsible for overseeing all aspects of PBSC's programming. Specific tasks include, but are not limited to:

- Relationship and partnership management with a vast array of public interest organizations, community groups, legal clinics, government agencies, law firms, legal practitioners, judges;
- Designing and executing community outreach strategies to create awareness about PBSC's free legal services;
- Designing, launching, and monitoring PBSC projects;
- Under the guidance of National Office, implementing initiatives to carry out PBSC's 5-year Strategic Plan;
- Managing a portfolio of 70 PBSC placements, including implementing effective conflict resolution skills to oversee and troubleshoot any issues that may arise;
- Planning, executing, and facilitating PBSC events, community building activities, and training sessions, including speaking to large groups and serving as the face of PBSC's University of Saskatchewan Chapter;
- Assisting with and facilitating the implementation of the Chief Justice Richard Wagner Award process for the University of Saskatchewan Chapter;
- Recruiting, training, and managing a team of approximately 70 volunteers;
- Collecting statistics and data, and reporting back to National Office;
- Managing and updating the University of Saskatchewan Chapter website and social media;
- Where applicable, conducting fundraising activities under the guidance of PBSC National and an On-Site Supervisor;
- Managing an annual budget with support from a finance officer, an On-site Supervisor and PBSC National; and,
- Maintaining professionalism and integrity, and embodying PBSC's values at all times.

Time Commitment

For the **Summer/School-year Coordinator** position, the following time commitments will apply:

Summer (May 6th - July 19th and Aug 6th – 30th)

- Full-time (maximum of 35 hours/week) for 15 weeks.
- Attending PBSC's mandatory training including the National Leadership Conference held virtually from **May 8th – 10th** and the Summer Learning Institute sessions held from May to August (dates to be announced in early May).
- Scheduling vacation in the summer: Program Coordinators are entitled to 2 weeks of unpaid vacation from May to August. Given the program's timelines, they cannot take more than 2 consecutive weeks off in the summer and cannot take more than one week off in August.
- **Please note: the above contract dates account for a 2-week un-paid vacation period. However, alternate vacation dates may be discussed with the Onsite supervisor provided the scheduling guidelines listed above are followed.**

School Year (Sep 3, 2024 – April 30, 2025)

- Part-time (maximum of 10 hours/week). Note that hours fluctuate depending on the time of year.

For the **School-year Coordinator** position, the following time commitments will apply:

School Year (August 26, 2024 – April 30, 2025)

- Part-time (maximum of 10 hours/week). Note that hours fluctuate depending on the time of year.
- Invited (and highly encouraged) to attend the PBSC National Leadership Conference (with pay) held virtually from **May 8th -10th** If unable to attend, will be required to complete the recorded Training.
- Invited (and highly encouraged) to attend the PBSC Summer Learning Institute sessions held from May to August (dates to be announced in early May).
- Invited to participate in 2-3 optional phone meetings with the Summer/School-year Coordinator during the summer months.

Time off for Exams: Please note that students are not expected to work during exam periods.

Work location

May to August: Given the numerous meetings with community partners and local stakeholders, PBSC recommends, wherever possible and consistent with the faculty's policies, that Summer Program Coordinators are situated at the Law School or in proximity (same province and time zone) to their Law School.

Preference will be given to applicants who are situated in Saskatoon, Saskatchewan for the summer term.

September to March: Given the numerous in-person PBSC events and on-campus activities, PBSC requires, wherever possible and consistent with the faculty's policies, that School-year Program Coordinators are based at the Law School (same province and time zone) during the full duration of the program year.

WHAT ARE THE BENEFITS OF A POSITION WITH PBSC?

A position with PBSC is an excellent opportunity to develop leadership and management skills; network with lawyers, public interest leaders, deans, faculty members, and students across the country; receive exposure to many different areas of the law; and use your legal skills to develop meaningful and impactful placements. PBSC Coordinators have the exciting opportunity to be part of a national access to justice organization while supporting local access to justice initiatives. Ideal applicants for these positions are personable, flexible, and resourceful, have strong leadership,

communication, administrative and time management skills, and are committed to the public interest. They should be comfortable working both independently and as part of a team.

PBSC EQUITY, DIVERSITY, AND INCLUSION STATEMENT

To reflect our diverse communities nation-wide, PBSC is strongly committed to employment equity, diversity, and inclusion. We especially welcome applications from Indigenous and Black communities, racialized people / persons of colour, women, people living with disabilities, LGBTQ2S + people, and members of other equity-seeking groups protected by human rights law in Canada.

PBSC also offers accommodation in accordance with the applicable provincial or territorial human rights law.

HOW DO I APPLY?

This year's deadline for applying to PBSC is **Friday, February 2, 2024**. Your application should consist of a cover letter indicating which position(s) you are applying for, resumé, and a list of three references with contact information (we will not contact them unless we have interviewed you and notified you in advance). **All 1st or 2nd year law students at the College of Law are encouraged to apply.**

Candidates selected for interviews will be notified as such on Wednesday, February 7, 2024. Interviews will be held Monday, February 12, 2024, and Friday, February 16, 2024. Offers will be made Tuesday, February 27, 2024.

For more information, please contact the PBSC University of Saskatchewan Chapter Program Coordinators, Payton Eckert and Lisa Wanlin, at pbsc@usask.ca.