



2019 Summer Law Student Position

Pro Bono Law Alberta (PBLA) is a not-for-profit charitable organization with a mandate to engage the legal community to increase access to pro bono legal services for Albertans in need.

We are seeking to hire one summer student who has successfully completed the second year of law school. This position is located in Calgary and will run from May to August 2019.

Role of the Summer Law Student

The summer law student will support the delivery of PBLA programs and initiatives. Key responsibilities include:

- Providing support to various programs and projects including the Civil Claims Duty Counsel (CCDC) Project and the Queen's Bench (QB) Amicus Program;
- Reviewing and updating legal resource manuals on broad areas of law;
- Revising and updating volunteer training materials;
- Researching legal topics touching on pro bono legal service delivery and pro bono models that incorporate technology in the delivery of pro bono legal services; and
- Other program and administrative support, as required.

Required Skills and Experience:

- Superior research and writing skills
- Excellent interpersonal and communication skills
- Ability to work in a fast-paced environment, with minimal supervision
- Intermediate proficiency in the use of Microsoft Office Suite. Familiarity with mechanisms for remote and online delivery of projects, programs and legal information is a definite asset.
- Volunteer experience with, CCDC, QB Amicus, Pro Bono Students Canada, or other related volunteer experience is an asset.

Pro Bono Law Alberta values diversity in the workplace and equal access to opportunity. Compensation for this position includes an hourly wage of \$25.00 plus 4% vacation pay and paid time off to attend articling interviews.

How to Apply:

Interested law students who meet the above requirements should apply **by Friday, March 8, 2019** with a cover letter, résumé and two letters of reference to the attention of:

Nonye Opara, Executive Director
Pro Bono Law Alberta
401, 255 – 17 Ave. SW
Calgary AB T2S 2T8

Or by e-mail to: Myra Skerrett, Office Administrator, at: myra.skerrett@pbla.ca. Please note that **effective March 1** the NEW address for Pro Bono Law Alberta is Suite 301, 255 – 17 Ave SW Calgary AB T2S 2T8.

Interviews are scheduled for the week of March 18, 2019. While we sincerely appreciate all applications, only candidates selected for interviews will be contacted. Please enquire to myra.skerrett@pbla.ca if you have questions about the hiring process.