



Pro Bono Project Manager - Calgary

Pro Bono Law Alberta is a newly formed not-for-profit charitable organization with the mandate to create and promote pro bono projects and programs for Alberta lawyers. The mission of Pro Bono Law Alberta is to improve access to justice by increasing the scope and availability of pro bono legal services for Albertans of limited means. Pro bono legal services are intended to complement, not to replace a properly funded legal aid system.

Pro Bono Law Alberta is seeking an experienced administrative professional for the position of Pro Bono Project Manager. The Project Manager will work closely with and report to the Executive Director in developing, implementing, and managing pro bono projects and programs.

The Project Manager will be responsible for a variety of functions, including:

Project Development:

- Research on pro bono projects and programs
- Identifying areas of emerging unmet legal needs in the community
- Develop pro bono project proposals
- Develop relationships and liaise with project partners
- Coordinate outreach and start-up events
- Develop and implement marketing and outreach strategies for pro bono project development
- Identify information technologies that can support pro bono project development
- Draft budget proposals for pro bono projects and programs

Project Management

- Provide ongoing support and supervision as necessary of implemented pro bono projects
- Liaise with Project partners for ongoing support
- Draft reports to project partners
- Manage and implement project evaluation models
- Liaise with project partners regarding project/program evaluation
- Manage budget for program and project development

Qualifications

A background in project management, knowledge of community resources, experience and a demonstrated commitment to the advancement of social justice are all valuable assets for this position.

- The successful applicant will possess a university degree or 3 – 5 years related experience and work well within an organization operated through a Board of Directors
- Experience working for a not-for-profit agency and/or a law related organization is a definite asset

- Superior writing, organizational and communication skills are a must as well as the ability to communicate effectively
- The applicant must be skilled in the use of word processing and computer operations. Proficiency in computer technologies including distance delivery options is a definite asset for this position.
- Interest and enthusiasm for developing programs to promote access to justice for those of limited financial means is definitely a requirement for this position. Some travel will be involved in this position to smaller urban centres in Alberta.

Qualified applicants should provide a covering letter, résumé, plus three or more references to:

Executive Director, Pro Bono Law Alberta
c/o The Law Society of Alberta
500, 919 – 11 Avenue S.W.
Calgary AB T2R 1P3

Or e-mail to myra.skerrett@pbla.ca

This position will remain open until a suitable candidate is found.

PBLA offers an inclusive and collaborative work environment. Pro Bono Law Alberta values diversity in its workforce and equal access to opportunity. We invite all those who qualify to apply. We thank all applicants for their application. Qualified candidates will be contacted.