

**PRO BONO STUDENTS CANADA Osgoode Hall Law School CHAPTER IS HIRING FOR  
2023-2024  
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 **OSGOODE HALL** 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 launching PBSC projects;
- Managing a portfolio of **60+** 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 Osgoode Chapter;
- Assisting with the implementation of a national awards process;
- Recruiting, training, and managing a team of approximately **110** volunteers;
- Collecting statistics and data, and reporting back to National Office;
- Fundraising, advertising, and social media;
- Managing an annual budget with support from a finance officer; 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 8 – September 1)**

- Full-time (maximum of 35 hours/week) for 15 weeks
- Attending the mandatory PBSC National Training Conference held virtually from **May 10 – 12**

### **School Year (Sep 1 – March 22)**

- 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 (Sep 1 – March 22)**

- 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 Training Conference (with pay) held virtually from **May 10 - 12** If unable to attend, will be required to complete the recorded PBSC National Training; and,
- 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 (December and April).

#### 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, Black, and 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 **February 17<sup>th</sup>, 2023**. 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 1<sup>st</sup> or 2<sup>nd</sup> year law students at the Faculty are encouraged to apply.**

Candidates selected for interviews will be notified as such on February 21, 2023. Interviews will be held February 27-March 3, 2023. Offers will be made March 6<sup>th</sup>, 2023.

For more information, please contact the PBSC Osgoode Program Coordinators, Samantha and Miray at [PBSC.Osgoode@gmail.com](mailto:PBSC.Osgoode@gmail.com)