The African Nova Scotian Justice Institute (ANSJI) is accepting Expressions of Interest letters for a Legal Support/Researcher to support the work of ANSJI.

ANSJI MANDATE

To address issues of systemic racism in the criminal justice system that negatively impact African Nova Scotians while ensuring fair, legal and constitutional treatment of all African Nova Scotian community members.

ANSJI VISION

To create programs and services that adequately address institutional racism faced by African Nova Scotians and their families when dealing with human rights complaints, the justice system, all forms of law enforcement and incarceration. The ANSJI will be a place African Nova Scotians can turn to when seeking legal advice, guidance and advocacy that understands African Nova Scotians as a distinct people. Government, non-governmental organizations, academic institutions, and community groups will look to the ANSJI as a leader in legal research, advocacy and education on justice issues affecting African Nova Scotian communities.

JOB SUMMARY

The Legal Support/Researcher will be responsible for conducting the research required for the ANSJI to advocate for changes to laws, policies, and practices that seek to improve the quality of life for African Nova Scotians who seek to navigate legal processes to defend and protect their human rights. The legal support/research person will also assist in the preparation of public legal information documents as well as compiling and organizing sample legal documents. The legal support/research person will also be available to provide support to individuals as they navigate legal processes. This may include attending meetings, taking notes, providing referrals, and assisting in the preparation of documents for administrative processes. This position will report directly to the Staff Lawyer and Senior Legal Counsel.

<u>Key responsibilities of the ANSJI Legal Support/Researcher:</u>

- Complete intake information and regular client follow-up;
- Triage potential clients;
- Organizing, managing, and filing documents and maintaining statistics and databases
- Assisting in the preparation of documents for legal processes and hearings

- Maintenance of Staff Lawyer calendar;
- Acting as a liaison among parties for scheduling and sharing information
- Attend client meetings and summarizing meeting notes as required; and
- Legal research tasks on an as needed basis;

Qualifications and Skills

- Demonstrated knowledge and understanding of African Nova Scotians as a distinct people as well as social issues affecting the community;
- Demonstrated understanding of social justice advocacy expressed in previous work experience and/or community-based work;
- Previous experience working in government or the non-profit sector;
- Legal drafting and research skills along with ability to complete court forms and documents is considered an asset;
- Excellent organizational skills, ability to proofread for accuracy and pay close attention to detail;
- Excellent communication skills, including listening, oral, written, telephone and email;
- Ability to work independently and collaboratively in an open team environment;
- Ability to maintain a high level of confidentiality and exercise discretion when necessary;
- Advanced computer skills, including use of Microsoft Office and related programs with an openness to learn new technology; and
- Successful applicants are required to provide a Criminal Record Check (including Vulnerable Sector Search) before starting employment and assume any associated costs as a condition of employment.

ANSJI values the experience of rural and urban applicants and encourages applicants throughout the province to apply as a remote/hybrid working environment will be supported.

The ANSJI Legal Support/Researcher will be a contract position until March 31, 2025. Compensation will be $50,000 yearly, 14 days' vacation and medical insurance which is in the process of being finalized. ANSJI is open and willing to discuss and negotiate secondments, reciprocal arrangements and leave. We invite all expressions of interest. If you are interested in this position please submit your expression of interest to the ANSJI Operations Manager, Sarah Upshaw, at sarah.upshaw@ansji.ca **subject line: Legal Support/Researcher Posting**, no later than Midnight on October 16th, 2022.