

**PRO BONO STUDENTS CANADA IS HIRING FOR 2019-2020
FULL-TIME SUMMER AND PART-TIME SCHOOL YEAR POSITIONS**

WHAT IS PBSC?

Pro Bono Students Canada (“PBSC”) is a national, award-winning student organization with a chapter in 21 law schools in the country. We are the only national *pro bono* program in the country, and the only national *pro bono* service organization anywhere in the world. Our mandate is to provide early, practical learning experiences for law students and high-quality volunteer legal services for our community partners, while promoting the value of *pro bono* lawyering among the next generation of law students. Each chapter is staffed by law students, who work with the guidance of the PBSC National Office, which is housed at the University of Toronto Faculty of Law. The role of the National Office is to provide a vision and direction for the national program, train local Program Coordinators at the start of each program year, and to support, guide and monitor the work of our 22 chapters.

THERE ARE TWO PBSC PROGRAM COORDINATOR POSITIONS AVAILABLE

At each law school, PBSC hires two law student leaders to serve as the Program Coordinators responsible for implementing and managing PBSC programs. One student is selected to work full-time over the summer months (May- August) and will continue part-time over the school year running PBSC programs. A second Program Coordinator will join PBSC in September, and continue to work part-time until the end of the school year.

The PBSC University of Victoria Summer & School-Year Program Coordinator (1 position): The PBSC UVic Summer & School-Year Coordinator works full-time (35 hours/week) for 15 weeks during the summer, and part-time (6 hours/week) from September until the end of March. The Program Coordinator’s role includes designing and developing new legal projects and recruiting a vast array of public interest organizations, community groups, legal clinics, government agencies and lawyers working *pro bono* files; getting ongoing projects back up and running; recruiting lawyer supervisors to oversee the projects and student volunteers to be placed in the projects; training student volunteers; overseeing PBSC placements; holding PBSC events and training sessions to engage law students with public interest work and the *pro bono* ethic; and in building and leading a community of PBSC volunteers on campus.

Please note that the Summer & School-Year Program Coordinator(s) must be staying in Victoria over the summer and available to attend the PBSC National Training Conference, which will be held from May 16-19, 2019 in Toronto. Students are paid for their time at the training conference.

PBSC UVic School-Year Program Coordinator (1 position): The PBSC UVic School-Year Coordinator will join the Program in September and work part-time (6 hours/week) until the end of March. This Program Coordinator's role includes working alongside the Summer & School-year Coordinator to recruit student volunteers; overseeing PBSC placements; holding PBSC events and training sessions to engage law students with public interest work and the *pro bono* ethic; and serving as the face of PBSC in meetings with the Dean, senior faculty and administrative staff, members of the legal profession, media and public interest community, and in building and leading a community of PBSC volunteers on campus. The Program Coordinator is also expected to meet on occasion over the summer with the Summer Coordinator, in order to be in a position to hit the ground running the first week of September. Please note that the School-Year Program Coordinator must be available to attend the PBSC National Training Conference, which will be held from May 16-19, 2019 in Toronto. Students are paid for their time at the training conference.

WHAT ARE THE BENEFITS OF A POSITION WITH PBSC?

A position with PBSC is an excellent opportunity to develop leadership, negotiation and management skills; network with lawyers, public interest leaders, Deans and 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 gaining real program management skills. 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, Pro Bono Students Canada (PBSC) is strongly committed to employment equity, diversity, and inclusion. We especially welcome applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2S + persons, and members of other equity-seeking groups protected by human rights law in Canada.

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

HOW DO I APPLY?

This year's deadline for applying for one or both positions with PBSC is **January 30th, 2019 at noon**. 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 Faculty are encouraged to apply.**

Candidates selected for interviews will be notified no later than February 1st, 2019. Interviews will be held during the week of February 4th-8th 2019.

For more information, please contact the PBSC UVic Program Coordinators, Linette Lubke and Sarah Pringle at pbsc.uvic@gmail.com.