



## Community Legal Education Association

### COMMUNITY LEGAL EDUCATION ASSOCIATION (CLEA), needs a Legal Writer

CLEA is a registered charity, incorporated in 1984, that helps Manitobans learn about the law and our legal system. Some of our specific programs include: The Law Phone-In & Lawyer Referral Program, plain language publications, presentations about the law, training courses and an annual law conference.

Working under the direction of CLEA's Executive Director, the legal writer will:

- research, write and edit plain language resources in various formats on a variety of legal topics for use in CLEA publications and on CLEA's website
- review CLEA publications on a regular basis
- update existing publications as required
- update CLEA's website
- create online course materials for CLEA's Community Legal Intermediary Training course
- edit materials for CLEA's newsletters and annual report
- update CLEA's social media
- other duties as assigned.

Qualifications:

- lawyer legally eligible to practice in Manitoba
- excellent writing, editing and proofreading skills
- very strong plain language writing skills
- good understanding of various areas of law including: family law, employment law, criminal law, youth justice, wills and estates
- strong legal research skills
- excellent organizational and time management skills
- able to meet deadlines
- ability to work independently and manage multiple projects.

This is a full-time term position to October 31, 2025 with a possibility of extension. The position may be of particular interest to lawyers recently called to the Bar. CLEA is committed to meeting work/life balance needs.

Please send your resumé, a sample of your writing (2 - 5 pages), and salary expectations on or before Monday, September 16th, in strict confidence to:

*Mary Troszko, Executive Director*

*Email: [mctroszko@communitylegal.mb.ca](mailto:mctroszko@communitylegal.mb.ca)*

We thank all who apply. Only applicants who are selected for an interview will be contacted.