



# AJEFNE

ASSOCIATION DES JURISTES D'EXPRESSION FRANÇAISE DE LA NOUVELLE-ÉCOSSE

## EMPLOYMENT OPPORTUNITY

### **Legal Information Counsellor AJEFNÉ & Centre Accès Justice Access (AJA)**

The Association des juristes d'expression française de la Nouvelle-Écosse (AJEFNÉ) with its Accès Justice Access (AJA) centre is seeking a person to fill the position of Legal Information Counsellor.

Who are we? AJEFNE is a non-profit organization whose mandate is to promote the accessibility of legal services in French to the Acadian, francophone and Francophile population of Nova Scotia.

#### **THE POSITION**

The Access Justice Access (AJA) legal information Centre is in downtown Halifax and provides access to justice for all in both official languages. The service is free and confidential, in English or French, to all residents of Nova Scotia or whose legal problem is in Nova Scotia, regardless of income or legal issue.

Under the responsibility of the Executive Director, the Legal Information Counsellor's mandate is to meet with clients, in person or by telephone, to:

- Answer their legal questions,
- Suggest options for resolving their legal issues,
- Assist in the completion of forms and documents.

*It's not about giving them legal advice, but legal information.*

#### **SUMMARY OF FUNCTIONS**

- Meet with AJA clients, in person or by phone, to provide clear legal information and referrals to appropriate resources in the province
- Conducting legal research on various areas of law and developing memos



- Develop public legal education fact sheets for distribution to AJC clients
- Develop and deliver legal information sessions to the general public and various target groups (e.g. community partners, newcomers and immigrants, seniors, women, etc.)
- Represent the AJA Centre at special events
- Any other task related to the project at the request of the Executive Director of the AJEFNE and the AJA Centre

### **ABILITIES AND SKILLS REQUIRED**

- A lawyer who is a member in good standing of the Nova Scotia Barristers' Association (NSBS), or a member in good standing of the bar of another Canadian province or territory
- Good knowledge of family law
- Ability to popularize various legal concepts
- Excellent written and oral communication skills in both French and English
- Excellent listening skills and an empathetic attitude
- Adaptability

### **EMPLOYMENT CONDITIONS**

- Start date: October 2022
- The position is part-time: 19 hours per week
- The contract is permanent
- Workplace: 1741 Brunswick Street, Halifax, NS, B3J 3X8
- The salary is to be determined according to experience

AJEFNE encourages anyone from an equity-seeking group, including Aboriginal, First Nations, Métis and Inuit peoples, members of racialized communities, people living with disabilities, women and people with different gender identities or expressions, to apply.

### **APPLICATIONS**

Please send your cover letter and resume as soon as possible by email to Vincent Anama, Executive Director: [direction@ajefne.ns.ca](mailto:direction@ajefne.ns.ca)

We thank you for your interest. Only those selected for an interview will be contacted.

