



Community Legal Information

Junior Lawyer Community Legal Clinic

2-year contract position with possible extension

Community Legal Information (CLI) is a PEI charity that provides free legal information, public education, lawyer referrals, specialized legal programs, and support. Our goal is to provide PEI residents with useful and understandable information about our laws and the justice system.

The opportunity:

In partnership with the PEI Department of Justice and Public Safety, and the Law Foundation of Prince Edward Island, Community Legal Information is establishing PEI's first Community Legal Clinic (CLC).

The CLC will serve PEI residents in broad areas of law. Initial work will include areas such as:

- 1) Income and employment/contracts for debts and services;
- 2) Wills, applications for Letters Probate/Letters of Administration, Powers of Attorney, and applications for Committee;
- 3) Summary legal advice for residential tenants, and support at rental hearings as necessary;
- 4) Assistance with vulnerable circumstances, including applications under the *Intimate Images Protection Act*.

The CLC will operate using a means test. The CLC will be staffed with one Senior Lawyer, one Junior Lawyer, one Legal Administrator, and one Coordinator.

Key responsibilities include:

- Serving clients with a trauma-informed and client-centred approach.
- Serving clients in plain language.
- Meeting with clients to discuss legal matters and provide legal advice.

- Maintaining and ensuring the protection of solicitor-client privilege.
- Drafting legal documents and reviewing them with clients.
- Assisting clients with court documents.
- Submitting legal documents to courts or tribunals.
- In limited circumstances, providing representation in courts or tribunals.
- Participating alongside colleagues in community-based pop-up legal clinics.
- Collaborating with CLI's Client Service Team, Senior Lawyer, Junior Lawyer, and CLC Coordinator.

Reporting and Mentorship:

- Legal mentorship and guidance from the Senior Lawyer. Reporting to the Senior Lawyer and Executive Director.

Qualifications:

- Law degree from a recognized university.
- Member in good standing or eligible for membership with the Law Society of Prince Edward Island.

Requirements:

- 2+ years of relevant legal experience after bar call, including legal work and legal representation.
- Knowledge of / working experience in some or all areas of CLC law and the willingness and ability to learn all of these areas of law.
- Demonstrated experience seeking guidance and mentorship from colleagues.
- Excellent communication and interpersonal skills, including the ability to share legal information and advice in plain language.
- A demonstrated commitment to social justice, including experience working with a diverse range of clients, including from low-income and marginalized groups.
- Advanced ability to use digital technology, including client management software.
- Exceptional organizational and time management skills.
- Attentive to detail and strong analytical skills.
- Access to transportation.

Assets:

- Fluency in an additional language(s).
- Training and/or certifications in:
 - Trauma-informed lawyering.
 - Diversity, equity and inclusion.
- Experience working in a non-profit setting.

Compensation and workplace culture:

- Salary range is \$90,000 - \$100,000/year, depending on skills and experience.
- Two-year full-time contract position at 37.5 hours per week with the possibility of contract extension.

- Competitive employee benefits package including comprehensive medical and dental benefits, and annual wellness grant.
- 4 weeks vacation per year.
- Group RRSP plan with employer matching employee contributions up to 5% of gross salary.
- Paid professional development.
- Supportive family-friendly work environment.

To apply, please submit your cover letter, resume and three professional references to Ellen Mullally, Executive Director at ellen@legalinfopei.ca.

Interested applicants are encouraged to apply! Please reach out if you have questions about the job posting.

The deadline to apply is January 21st, 2026.