

**COMMUNITY LEGAL SERVICES OF OTTAWA  
SERVICES JURIDIQUES COMMUNAUTAIRES D'OTTAWA  
COMMUNITY DEVELOPER JOB DESCRIPTION**

Community Legal Services of Ottawa / Services juridiques communautaires d'Ottawa is a community legal clinic, funded by Legal Aid Ontario. We provide legal services for the low-income residents of Ottawa, as well as community development, law reform, legal education and outreach initiatives.

We are seeking a community developer for a permanent position. The successful candidate will engage in community development, organizing and outreach activities on issues of importance for Ottawa's low-income communities.

**Responsibilities**

- Developing priorities, implementing and coordinating the legal clinic's community initiatives, in collaboration with legal clinic staff members and community partners
- Identifying emerging community issues and appropriate legal clinic responses
- Developing and maintaining relationships with community agencies, other organizations and members of the public as needed to fulfill priorities
- Assisting with funding applications and/or other materials, where appropriate
- Providing information, strategic advice and problem-solving resources in the community
- Developing programs, education events, written materials and social media resources
- Working on law reform and organizing activities
- Participating in relevant inter-clinic groups
- Preparing reports about the legal clinic's community-based initiatives
- Working closely with staff teams at our three offices and partner organizations
- Building the legal clinic's capacity to plan and implement local strategies for Ontario-wide or Canada-wide initiatives developed by Ontario's specialty legal clinics; and being a local lead for implementing these initiatives in Ottawa
- Assisting in recruitment, training and supervising of students and volunteers
- Understanding and familiarity with the legal clinic's areas of legal practice and delivery of legal services
- Working as appropriate with the legal clinic's Board of Directors

**Qualifications**

- Undergraduate degree or college diploma
- Minimum three years of related experience with community-based organizations
- Superior skills in community engagement, outreach, partnership and group development
- Experience supporting vulnerable individuals and equity-seeking groups
- Strong knowledge of community services in Ottawa
- Proven ability to work collaboratively
- Excellent organizational, writing and communication skills
- Strong computer skills and working experience with social media
- Capacity to work in French is preferred

**Application Deadline: Thursday, June 14 at 5:00 p.m.**

The salary range is \$62,000 to \$68,000 commensurate with experience.

Please send a cover letter, resumé and references by email to [clarisse.titus@clso.clcj.ca](mailto:clarisse.titus@clso.clcj.ca):

Clarisse Titus, Executive Director  
Community Legal Services of Ottawa  
406 – 1355 Bank Street  
Ottawa, ON K1H 8K7

We welcome applications from Indigenous peoples, racialized individuals, people living with disabilities and other historically disadvantaged groups. We are committed to equity, diversity and inclusion.

We thank all applicants but we will only contact candidates selected for an interview.