



**CLEO**

Community Legal Education Ontario  
Éducation juridique communautaire Ontario

<b>Organization:</b>	<a href="#">CLEO (Community Legal Education Ontario)</a>
<b>Job type:</b>	Part-time Guided Pathways Tester
<b>Location:</b>	Toronto, Ontario

**CLEO (Community Legal Education Ontario / Éducation juridique communautaire Ontario)** is seeking part-time testers to help find errors in new access to justice tools called [Guided Pathways](#). The testers will work closely with a small project team of lawyers, analysts, developers, and plain language editors to test online interactive tools created in an easy-to-use software called A2J Author.

This is casual fee-for-service work that is performed remotely. CLEO is willing to work around successful candidates' class schedules or other obligations. Starting as soon as possible, testers will be paid \$23 per hour (no benefits are provided for this position). The tester will be required to work both as part of a team as well as independently on discrete tasks.

**Key responsibilities include:**

- Review and test CLEO Guided Pathways and outputs to ensure it follows a design flow chart, style guide, and mock-up of the outputs.
- Suggest test plans for new CLEO Guided Pathways working with MS Excel.
- Test CLEO Guided Pathways and outputs and note errors in a spreadsheet.
- Prepare test reports detailing problems and explaining proposed solutions.
- Enter contact lists into the database system that hosts the CLEO Guided Pathways.

**The successful candidate will have:**

- excellent attention to detail
- proficiency in spotting and drafting error reports using a spreadsheet

An interest in learning and working with new software is an asset, but no prior experience with CLEO's Guided Pathways is required or expected. Preference will be given to candidates with experiences demonstrating patience while doing repetitive tasks, strong reading comprehension skills, and the ability to work independently. Some post-secondary education is required for this role.

**About CLEO**

CLEO is a non-profit organization and specialty legal clinic that provides information and resources for people and communities that face barriers to participating in the justice system (including low income, racial background, literacy, language, culture, disability, and accessibility). For almost 50 years, CLEO has built a strong reputation for producing and disseminating high quality, effective public legal education and information in digital, print, and other formats.

CLEO is committed to equitable employment and hiring practices. We are dedicated to building an organization that reflects the diversity of the communities we serve. We actively encourage applications from people who identify as Indigenous, Black, a person of colour, a person with a disability, or 2SLGBTQIA+. We value applicants who have demonstrated a commitment to equity, diversity, and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to achieving our mission.

We will provide accommodation during the hiring process upon request and all information is treated confidentially.

### **About CLEO's Guided Pathways:**

Guided Pathways are a free access to justice software that supports non-lawyers to create online interviews that help people to complete legal forms. CLEO's Guided Pathways are developed using an application called A2J Author. It was designed for use by non-programmers. For more information about A2J Author visit [www.a2jauthor.org](http://www.a2jauthor.org).

### **To apply:**

- Visit the A2J Author website and learn about the role and purpose of A2J Author software.
- Send us a resume and cover email to [guidedpathways@cleo.on.ca](mailto:guidedpathways@cleo.on.ca) by noon on **September 24, 2024**, including, in your cover email, your schedule and availability as well as a summary of your experience and comfort with working with new software and any experiences involving attention to detail.

We will only contact candidates invited to participate in the following process:

1. 60-minute skills test online, simulating the following:
  - Test of short A2J Guided Interview, noting observations in a spreadsheet and email report; and
2. 15-minute interview via Zoom.