

Job title	Lawyer/Legal Content Developer
Reports to	Director, Steps to Justice
Location	Toronto, Ontario

[CLEO](#) (Community Legal Education Ontario/Éducation juridique communautaire Ontario) (cleo.on.ca) is seeking a Lawyer/Legal Content Developer to develop and coordinate legal information for the Steps to Justice website (and Justice pas-à-pas) and other CLEO materials.

The position requires practice experience in employment and housing law, and strong skills in clear writing. This is a full-time hybrid position with 2 days in the office.

Key responsibilities include:

Content development

- Apply legal knowledge and expertise to research, write, edit, and update legal information content in a variety of formats (primarily online, but also print, audio, video, and social media) on a range of legal topics
- Willing to apply legal skills to develop legal content across multiple legal topics, including areas where no past knowledge or experience
- Identify, research, develop, and integrate new interactive tools, such as flowcharts, checklists, and videos
- Coordinate external legal review and clear language editing of legal information content, ensuring legal accuracy and practical relevance
- Develop workplans and project plans with timelines, and work to meet completion targets
- Identify and coordinate external content development partners
- Maintain up-to-date knowledge of legal topics, including legislative changes and practical challenges facing CLEO's audience, for example, through trainings, participation in clinic listservs, and legal research
- Undertake background research to understand and monitor the communities' changing legal information needs and strategies for meeting those needs
- Ensure sustainability plan is in place, including long-term maintenance and updating of legal content

- Network with community legal clinics, community organizations, and other front-line service providers to identify legal information needs, as well as project partners
- Participate in the development and implementation of user testing and other evaluation methods for content and functionality of Steps to Justice and other CLEO materials

Outreach

- Assist in the development and implementation of outreach plans, including social media campaigns, for CLEO materials
- Represent CLEO at trainings and conferences to promote an awareness of CLEO

Other

- Work collaboratively with CLEO staff on legal information projects
- Participate in team and organizational activities as scheduled, including team meetings, staff meetings, trainings, and strategic planning
- Perform other duties that may be assigned by the Executive Director or the Director, Steps to Justice

The successful candidate will have:

- LL.B. / J.D. from a Canadian province and current Law Society membership
- 3 to 5 years experience practising law in Ontario in at least one area of law affecting low income communities, in particular:
 - Housing law
 - Employment law
- Excellent writing skills and knowledge of principles of clear language and design
- Excellent understanding of diversity, inclusion, and equity including the ability to identify and address barriers and work effectively with diverse community members and stakeholders
- Project management skills and experience, including managing multiple projects and coordinating external service providers
- Proven record of producing creating and innovative ideas, projects, and solutions
- Experience with content management systems, and willingness to adapt to new technologies
- Experience working in a non-profit or community-based environment

About CLEO

CLEO is a non-profit organization and specialty legal clinic that provides information and resources for people and communities that face individual and systemic barriers to participating in the legal system, including low income, race, ethnicity, literacy, language, disability, and accessibility. For 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.

Starting salary range: \$81,000 to \$87,000 (based on 3-5 years of practice experience). CLEO also offers health and dental benefits, and CLEO staff are eligible to participate in the OPTrust pension plan.

To apply:

Please forward the following documents in PDF format:

- your resume
- a cover letter
- a brief writing sample that demonstrates your ability to write legal information clearly for the public

Send the above documents in an email with “Lawyer/Legal Content Developer” in the subject line by **February 28, 2025** to: info@cleo.on.ca

Thank you to all applicants for their interest in the position. Only candidates selected for an interview will be contacted.