



**CLEO**

Community Legal Education Ontario  
Éducation juridique communautaire Ontario

<b>Job title</b>	<b>Learning Events &amp; Community Engagement Specialist</b>
<b>Reports to</b>	<b>Director of CLEO Connect</b>
<b>Location</b>	<b>Toronto, Ontario</b>

[CLEO \(Community Legal Education Ontario\)](http://www.cleo.on.ca) is seeking a full-time **Learning Events and Community Engagement Specialist**.

## About us

CLEO ([www.cleo.on.ca](http://www.cleo.on.ca)) is a charitable, non-profit organization and legal clinic that provides information and resources for people and communities that face individual and systemic barriers to participating in the legal system, such as barriers relating to income, race, ethnicity, literacy, and disability. 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, racialized, 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 CLEO's mission.

## About the position

The Learning Events and Community Engagement Specialist is responsible for the planning, coordination, delivery, and evaluation of online and in-person training events for community workers who support people with law-related problems. These events may include webinars, virtual and in-person workshops, conferences, discussion fora, or other activities. The position is also responsible for conducting initiatives to build CLEO's engagement and collaboration with Ontario's community service and non-profit sectors. This role is part of the CLEO Connect team and reports to the Director of CLEO Connect. This is a full-time position in Toronto (hybrid office) starting as soon as possible, with a 6-month probationary period.

## Key responsibilities include

### Learning Events

- Plan, coordinate, host, and evaluate CLEO's substantive law webinars to build the knowledge and skills of community workers assisting clients with legal problems. This involves activities such as:



- identifying relevant topics and recruiting speakers
  - working with speakers to create presentation slides and resource handouts
  - coordinating promotion and registration
  - booking sign language interpretation
  - hosting the webinar
  - developing and implementing evaluation of the webinars
- Lead the planning and implementation of in-person, virtual, and hybrid events to bring together trusted intermediaries and the legal sector. This includes activities such as:
  - developing a draft budget
  - collaborating with colleagues to develop the event program
  - booking speakers, venue, and catering
  - developing promotional materials
  - managing outreach and registration
  - developing and implementing evaluation of these events
- Develop, deliver, and evaluate in-person skills-building workshops for community workers across Ontario, working collaboratively with the CLEO Connect team.
- Analyze existing data, consult with community workers, stay informed of emerging legal issues, and conduct surveys to determine priority topics for learning events.
- Develop and implement follow-up initiatives for in-person events, such as reports, event summaries, communities of practice, workshops, newsletters, or other initiatives.
- Create and monitor project charters, project management plans, and workplans as needed, aligned with departmental and organizational objectives, to ensure that activities remain on track and on mission.

## **Community Engagement**

- Develop, implement, assess, and adapt community outreach and engagement approaches for CLEO Connect activities.
- Engage with community workers and community partners to assess needs, invite input and feedback, raise awareness of CLEO activities, build ongoing relationships, and evaluate training initiatives. This could involve activities such as:
  - convening advisory groups
  - hosting focus groups and interviews
  - conducting surveys
  - attending community events
  - other outreach initiatives
- Explore opportunities for collaboration with partner organizations.
- Lead or participate in relevant communities of practice.
- Working with CLEO's Communications Specialist, develop and implement a strategy for ongoing communication with community workers to collect input and feedback and build engagement.
- Research and stay informed of emerging and established promising practices in community engagement, adult education, professional learning, and public legal education.



## Other / Organizational

- Participate in team and organizational activities, such as:
  - Team and organization-wide meetings and events
  - Project reporting
  - Staff committee work
  - Strategic and organizational planning
- Work collaboratively with the CLEO Connect team to ensure consistency of quality, tracking, and evaluation of learning programs
- Participate in other CLEO Connect activities, as needed, to accomplish team goals

## Key Relationships

The Learning Events and Engagement Specialist:

- Works with CLEO Connect staff to plan, develop, implement, and evaluate CLEO Connect's initiatives to support community workers
- Works with other CLEO staff as needed to ensure alignment of initiatives across the organization
- Collaborates with subject matter experts from the community and legal sectors to create and deliver content
- Creates and maintains relationships with front-line workers and management at community organizations across all sectors and regions of Ontario
- Liaises with vendors as needed to meet project needs
- May be involved in the support or supervision of placement students or volunteers

## The successful candidate will have:

- 3-years college or university education with a focus on education, community development, social services, or related field, or post-secondary education with relevant work experience in these fields
- 5-8 years of professional experience in adult education, social service delivery, community development, facilitation, or other relevant field
- Strong facilitation skills and comfort speaking to small or large groups in-person and online, comfort with being recorded for webinars that are posted to our website
- Demonstrated understanding of Ontario's community service and non-profit sectors
- Experience planning and conducting community outreach
- Experience planning and implementing in-person events including conferences and workshops
- Experiencing planning, developing, and delivering workshops and webinars for adult learners, preferably in a non-profit context
- Demonstrated ability to apply an intersectional, anti-oppression framework to learning and community engagement, including an understanding of the barriers faced by people living on low incomes



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- Strong written and oral communication skills
- Demonstrated project management skills and keen attention to detail
- Proficiency in Microsoft Office and Zoom
- Ability to travel to rural and remote regions of Ontario, as needed, which may include occasional evening or weekend (overnight) travel
- Valid G class driver's license with access to a car or ability to drive a rental vehicle
- Fluency in oral and written French is an asset
- Familiarity with the legal sector, particularly community legal clinics and legal aid, is an asset

**Starting salary range: \$65,000 to \$75,000**, commensurate with experience.

This position includes health and dental benefits. CLEO staff are also eligible to participate in the OPTrust pension plan. CLEO is a hybrid workplace: staff currently work 2 days per week in the office and 3 days per week from home.

### **To apply:**

Please forward the following documents in PDF format:

- your resume
- a cover letter

Please send the above documents in an email with "Learning Events and Community Engagement Specialist" in the subject line by 11:59pm on **Thursday, December 5, 2024** to: [info@cleoconnect.ca](mailto:info@cleoconnect.ca).

Shortlisted candidates will be invited to a virtual interview that will take place between December 11 and December 18. For candidates selected for a second interview, follow-up interviews will take place in-person at our office in January. We will provide accommodation during the hiring process upon request and all information is treated confidentially.

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