



## **Clinic Director Parkdale Community Legal Services**

Parkdale Community Legal Services is both a teaching clinic for Osgoode Hall Law School and a poverty law organization in downtown Toronto. We serve low income clients in a culturally diverse community on the west side, particularly in the areas of landlord/tenant law, immigration law, workers rights, and social assistance, in conjunction with community development work to address systemic issues of poverty and social exclusion.

### **The Clinic Director position**

We are seeking an energetic and dynamic Clinic Director to provide strategic leadership for PCLS. Reporting directly to the Board of Directors, the Clinic Director is responsible for all aspects of the clinic, including overseeing program and service delivery, staff development and supervision, the achievement of strategic goals and objectives, and ensuring the financial well-being and sustainability of the organization. The Clinic Director and Operations Director make up the Clinic's management team. These two positions both include reporting to the Board. Both management team members are expected to work collaboratively in the best interests of the Clinic and the community.

### **Responsibilities**

The responsibilities of the Clinic Director include but are not limited to:

- Overall responsibility for the legal and outreach services of the clinic subject to the overriding authority of the Board
- Ensure the quality and quantity of all services provided by the clinic through a regular evaluation program and effective staff engagement
- Oversee employee management, staff development and performance management
- Work with the Board and staff to develop a strategic plan for PCLS, consistent with our mission, vision and values
- Serve as the primary liaison with funders
- In partnership with the Operations Director, oversee clinic's finances, including budget reporting, monitoring and forecasting

- Ensure accuracy and timeliness of all funding application and related reporting requirements
- Together with the Academic Director, ensure the successful integration of the Academic Program with the Client Services mandate of the clinic, including both client services and community work and the education of law students
- Prepare regular reports to the Board to ensure it is well-informed and has the necessary tools to fulfill its governance role
- Participate on board and clinic committees

The ideal candidate will have the following skills and experiences:

### **Commitment to social justice**

- Proven track record with community outreach with marginalized communities
- Demonstrated track record of successful community engagement
- Demonstrated commitment to equity and diversity in the workplace
- Demonstrated commitment to the principles of community legal clinics and community lawyering.

### **Leadership**

- Able to support and encourage a vision through the development and implementation of a strategic plan
- Experience developing community partnerships
- A proven career track record as a team player

### **Legal education**

- Experience supervising law students / students-at-law
- Experience with teaching or training in a legal setting (law school, conferences, etc)

### **Legal skills**

- 10 years experience as a lawyer
- Experience with poverty law, especially immigration, workers rights, social assistance and housing
- Experience dealing with professional responsibility issues
- A proven track record of leading and supporting a culture of legal excellence
- Demonstrated sound legal judgement

## **Management experience**

- Minimum 5 years experience in a management position
- Demonstrated record of working collaboratively with staff and Board
- Experienced with all aspects of financial management
- Experience with all aspects of human resource management
- Experience working with Boards

## **Assets**

- Experience with LAO or large funding agency
- Experience in a unionized environment
- Familiar with Parkdale or similar community
- From an equity seeking background
- Lived experience with poverty

## **Compensation**

PCLS offers a competitive salary and benefits package. Salary will be determined based on qualifications and experience.

Apply in confidence with a covering letter outlining how you meet the above qualifications by Monday July 31, 2017 at 4:00 PM to

[hire@parkdalelegal.org](mailto:hire@parkdalelegal.org)

As an employer, PCLS is dedicated to building an organization that reflects the diversity of our clients and the communities we serve. This includes diversity in languages spoken, culture, race, sexual orientation and gender identity. We encourage applications from individuals from diverse, marginalized and racialized communities and backgrounds.

PCLS promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code.

For more information about PCLS please visit our website at [www.parkdalelegal.org](http://www.parkdalelegal.org)