



August 2010

## EMPLOYMENT OPPORTUNITY

### Co-ordinator of Publications & Special Events

The People's Law School has a full-time job vacancy for a qualified candidate who can take on responsibilities in September 2010. The Co-ordinator of Publications & Special Events will be responsible for two distinct but important functions. They are:

#### ***Publications:***

Duties are the co-ordination of all elements necessary for a successful publishing program, such as writing, editing, graphic designers, selection of graphics, legal review, and promotion. The ideal candidate will demonstrate proven expertise and experience in the following areas:

- ***plain language*** writing & editing skills (non-technical)
- up-to-date working knowledge of writing, design and print technology
- public education (preferably but not necessarily in ***public legal education***)
- field-testing and other evaluative techniques for written materials with intended readers
- co-ordination and collaboration with other organizations
- content management of our website

Please note that all candidates selected for interviews will be required to perform an onsite writing exam as part of the interview process.

#### ***Special Events:***

Duties are the identification, organization and promotion of special law-related events throughout BC, such as training workshops and regional conferences. The ideal candidate will demonstrate proven expertise and experience in the following areas:

- event planning
- public education (preferably but not necessarily in ***public legal education***)
- promotion of the events to intended participants
- evaluation of the events for outcomes with event participants
- co-ordination and collaboration with other organizations

Job skills for the position also involve demonstrated teamwork and administrative skills, excellent written, oral, and interpersonal skills, especially in English-language writing skills, well-developed analytical, planning, organization and decision-making skills, and an understanding of budgets. Experience in government and foundation fundraising is an asset.

The Co-ordinator will be required to work at our premises in Vancouver, BC, with some occasional travel to other BC locations. **Remuneration: \$45,900 annually.** Please send application letters and resumes to Gordon Hardy at: People's Law School, 150 – 900 Howe Street, Vancouver, BC V6Z 2M4, or by email to: [ghardy@publiclegaled.bc.ca](mailto:ghardy@publiclegaled.bc.ca)

**Deadline for applications: preferably before August 31, 2010**