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# Community Engagement Liaison

## Portage College Public Legal Education (PLE) Program

Contract - 36.25 hours a week, for 40 weeks

(Phase 1 is February to June and Phase 2 is September to December 2012)

with the possibility of extension.

PLE is in its 11th year of service.

Wage is \$18.00 – \$23.00 per hour.

### Description:

The Public Legal Education Program is a service that provides information and resources on a variety of legal topics. Our service covers Lac La Biche, Cold Lake, St. Paul and surrounding areas including the First Nation and Metis Settlement communities. We are looking for a dynamic and motivated individual for our Community Engagement Liaison position. Job duties will include promotion of the PLE program; the coordination of legal/justice related learning opportunities in the identified service areas; and distribution of Public Legal Education information resources. Travel throughout the region is required. This position reports to the Public Legal Education Program Coordinator.

### Essential Requirements of the Job

- Must have post-secondary education in a related field.
- Must have a familiarity with the communities and human service agencies in North East Alberta.
- Excellent communication and networking skills are essential.
- Experience in project management and events coordination would be considered assets.
- Must be comfortable working with various stakeholders, have strong planning and organizational skills, be results oriented, and self-motivated.
- Knowledge of Aboriginal communities and an understanding of Aboriginal culture would be an asset.
- Candidate will be expected to work from home and will be provided with a laptop, cell, and printer/copier/fax. A home office with telephone and access to the internet is required and the successful candidate must possess a working knowledge of MS Office, E-Mail and the Internet.
- Candidate must be flexible in hours of work, as some evening and weekend hours may be required.
- A valid driver's license and access to a reliable vehicle are required (travel and other expenses will be covered following current College rates).

**Closing Date:** January 20, 2012

Apply to Shelley Jackson at [Shelley.Jackson@portagecollege.ca](mailto:Shelley.Jackson@portagecollege.ca) (or by Fax 780 623-5631 or mail to Attention: PLE Program, Box 417 Lac La Biche, AB. T0A 2C0).

*The Public Legal Education Program appreciates the interest of all applicants, however, only those considered for an interview will be contacted.*

Partners in providing Public Legal Education services:

