

Tim Howard

From: Centre for Constitutional Studies <ccslaw@ualberta.ca>
Sent: July 26, 2022 12:01
To: csse.scee@gmail.com
Subject: Job Posting - Public Legal Education Coordinator, Centre for Constitutional Studies

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Centre for Constitutional Studies

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Job Posting - Public Legal Education Coordinator, Centre for Constitutional Studies

The University of Alberta's Centre for Constitutional Studies is looking for a dynamic and creative Public Legal Education Coordinator. Established in 1988, the Centre is a hub for multidisciplinary constitutional research and public legal education in Canada. It creates important connections between leading constitutional thinkers, makes key contributions to central debates about the Constitution, and organizes events to inform the public about the Constitution and how it affects their everyday lives.

Key Duties Include:

- Keeping abreast of constitutional issues and developing innovative methods for educating the public about them
- Coordinating public legal education projects and events such as the Centre's Constitution Workshop and Downtown Charter Series
- Developing and managing the Centre's extensive public legal education resources, including podcasts
- Managing the Centre's Summer Student Program (hiring student researchers/writers for the development of public education resources; supervising their work; hosting biweekly discussion sessions on the Constitution)

Minimum Qualifications:

- Minimum of a law degree; preference for experience as an educator
- Knowledge of and interest in constitutional issues
- Excellent writing and editing skills, including demonstrated skills in plain language writing

- Excellent organizational skills

Preferred Qualifications:

- An understanding of written and verbal French is an asset

The successful candidate should be prepared to begin work in Fall 2022.

Interested candidates should submit a curriculum vitae and cover letter. Inquiries prior to application are welcomed.

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