



AJEFO and OJEN are hiring!!

Program Manager – Francophone Programming, Ottawa – bilingual position

OJEN and AJEFO are hiring a Program Manager, based in Ottawa in a shared position with the two organizations.

The **Ontario Justice Education Network (OJEN)** is a charitable organization bringing together leading representatives of the justice and education sectors to foster public understanding of the justice system. OJEN's main focus is on high school and elementary school students and teachers. Through various programs, OJEN facilitates the collaborative volunteer activity of judges, lawyers and educators to support public education activity in relation to the justice system.

Founded in 1980, the **Association of French Speaking Jurists of Ontario (AJEFO)** speaks for lawyers, judges, personnel of the administration of justice, law professors, law students and others who work at the promotion of access to justice in French and English, the official languages of the courts of Ontario. AJEFO works to ensure equal access to justice, without penalty, delay, obstruction or hesitation to the use of either official languages by the judiciary, members of the Bar and the citizens of our province. AJEFO also delivers educational programs to educate students and the public at large regarding their legal rights and obligations, the right to legal services in French and the careers available in the justice system for persons able to communicate in French.

Responsibilities include, but are not limited to:

- Leading justice education workshops for French language high school students
- Development of justice themed curriculum resources aimed at French language high school students and coordination with Ministry of Education curriculum documents
- Management and programming of established high school justice education program
- Legal research and validation of legal content
- Relationship-building and program development with organizations & individuals involved in justice education activity
- Revision and editing of resources
- Community development programming
- New program development, implementation and outreach activities
- Development of lesson plans and critical challenges
- Coordination of legal case summaries, updates and program materials
- Liaison with a variety of organizations and individuals in the justice, education and community sectors
- Addressing communications and media strategy
- Developing newsletter content
- Web content management & updates

Candidates with the following qualifications are encouraged to apply:

- LL.B. - Common law degree
- Fully bilingual, both written and spoken, in both official languages (required)
- Connection with Ontario's Francophone community
- Experience in leading workshops
- Experience with grass-roots community organizations
- Experience and/or training in the education sector
- Well developed project management skills
- Proven experience in volunteer & program development
- Excellent written and oral communications skills
- Ability to assess organizational needs and contribute to solutions
- Strong administrative ability
- Experience with website management

Salary range: \$45,000 – \$75,000 depending on experience. Health and dental benefits.

Closing date: Friday, September 17, 2010

Start Date: ASAP

Additional information about OJEN is available online at www.ojen.ca. Additional information about AJEFO is available online at www.ajefo.ca. Interested candidates should submit a covering letter and a résumé by mail or email to:

Attention: Executive Director

Association des juristes d'expression française de l'Ontario

201-214 Montreal Rd

Ottawa, ON

K1L 8L8

Fax: 613-842-8389

dmanton@ajefo.ca

We thank all applicants for their interest but will only contact those who are short-listed. Resumes will be kept on file for six months, and then shredded.