

## Bilingual Counsel, Professional Development & Competence Permanent Position for an organization in Toronto

### **Qualifications:**

- An LL.B., coupled with being a lawyer in good standing
- Outstanding communication skills both verbal and written in English and French.
- Educated in the French language and a graduate from a French common law program in Canada
- A minimum of five years experience in the practice of law
- Must have demonstrated a commitment to the profession through membership in one or more of the major law or paralegal associations
- Excellent grasp of designing, delivering and evaluating relevant competence programs
- Knowledge of professional development needs of the French speaking legal and paralegal professions
- Working knowledge of program design process, publications production, and principles of and best practices, related to adult learning
- Knowledge of distance learning technologies an asset
- Develops and applies complex information including creation of promotional copy and design and editing of publications

### **Responsibilities:**

- Responsible for supporting the development of French language content for the Licensing Process and other legal information products and resources, enabling the organization's goals of enhancing competence by providing and ensuring relevant and practical education and advice to lawyers, paralegals and licensing candidates.
- Work closely with French language speaking lawyers paralegals and licensing candidate communities to ensure the development and maintenance of a secure databank of French language examination questions for the Licensing Process, French language reference materials for the Licensing Process, standardized French language lexicons for use in legal education and lawyer and paralegal licensing programs and products

- Counsel acts as a primary source of French language legal terminology for the organization's staff in the provision of responsive, proactive, timely, accurate and informative French language licensing and competence resources.
- Counsel will be called upon to engage in discussions with external French language groups and associations, law school representatives and others in the effort to support the organization's French language licensing and competence supports and services.
- Counsel is expected to liaise with French speaking licensing candidates, lawyer, paralegal and others to address issues that may be raised respecting the licensing process or other competence programming and products.
- Facilitates meetings with bilingual and francophone lawyers, paralegals and member groups to ensure that all PD&C content meets high levels of quality and control
- Contributes to the overall direction of PD&C by assessing and discussing French language needs, accompanying response strategies and quality production or resources
- Coordinates the activities of staff and volunteer professionals assisting with French production through consultation and planning. Liaises with non PD &C staff and with representatives of other provider organizations as necessary to obtain input and cooperation in planning and developing French language content

**Confidentiality:**

Resumes should be submitted to [alourson@nevia.com](mailto:alourson@nevia.com) in MS Word format. Please note that although we appreciate your response to this job, we will only contact candidates who meet the exact hiring criteria identified by our client. We also do not forward your resume nor disclose your identity to employer without your express authorization.