



Rosa is hiring a Legal Manager!

Meet Rosa

Rosa is a brand-new initiative designed to provide digital access to justice and training around workplace sexual harassment. Rosa was created because workers need to know more about the law, reporting bodies and what to expect when and if they report. As part of our mission, we'll work with leadership and boards to effect zero-tolerance to workplace sexual violence, rooted in due process.

Rosa is a collaboration between Aftermetoo and Canadian Women's Foundation. Aftermetoo was formed in Canada in 2017 as a response to inadequate protections and systems that address workplace sexual harassment in the entertainment industry. Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, the Foundation works to achieve systemic change that includes all women. By supporting community programs, the Foundation empowers women and girls to move themselves out of violence, out of poverty, and into confidence and leadership.

We are looking for a talented, organized individual, willing to work alongside a small, determined team, who believes that workplaces need to change. As **Legal Manager**, you will be responsible for maintaining and updating all legal content for the Rosa platform. You'll also keep your pulse on emerging issues for vulnerable and precarious workers across Canada as well as the changing legal landscape of sexual harassment and violence and the systems designed to address them. You will be contributing legal content for the platform as well as for training on how to access the justice system, understand how it works and how an individual can protect themselves.

This position reports to the Co-Leads of Rosa. The Canadian Women's Foundation and the Rosa project are committed to equity in employment and seek to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission.

This is full-time, two-year contract, with the possibility of extension.

Salary Range: \$77,000 - \$87,000

CORE FUNCTIONS

Legal

- Responsible for updating all legal information on Rosa platform and writing additional content as needed
- Remain current on legislative changes, practice directions, reporting forms, and ensure Rosa's content goes above and beyond what is currently publicly available
- Research emerging legal issues on sexual harassment for vulnerable and precarious workers as well as the challenges faced with elements of the systems such as non-disclosure agreements and private mandatory arbitration
- Maintain regular contact with legal researchers to ensure that the research is detailed, relevant, and progressing on deadline.
- Develop legal advisory committee and ensure the finalized legal content for Rosa is provided to Rosa's legal advisory, with clarity on both their role as reviewers, and their timeline for returning comments
- Work with legal researchers to coordinate edits and responses to legal advisory's comments
- Liaise with plain language translator of all relevant legal research, ensuring accuracy and consistency
- Through collaboration, create and maintain a core national database for practitioners offering low-cost or pro bono legal services or supports

Partnerships

- Create legal partnerships with pro bono legal clinics to contribute to Rosa's database
- Work with public legal education organizations and other Department of Justice funded projects funded to contribute to legal research

Training and Advisory Groups

- Contribute to legal content for training
- Co-create advisory group for oil & gas, mining and performing arts to identify sector-specific legal issues around sexual harassment in these sectors

IF YOU HAVE THESE CORE COMPETENCIES, THIS JOB COULD BE FOR YOU:

Communication: You're an excellent, versatile writer with the ability to translate complex laws, legal systems and training modules into friendly, accessible language for multiple audiences.

Research and Analysis: You are passionate about legal systems and human rights. You have a strong understanding of federal, provincial and territorial laws, reporting bodies and union systems designed to address workplace sexual harassment, tempered with a curiosity to learn more. Extensive knowledge of workplace violence and harassment HR systems.

Project and Task Management: You have demonstrated planning and project management skills, and ability to think strategically. You understand that we have a lot to accomplish and you need to be deadline driven. You have excellent conflict resolution skills that will be an asset to the work. You'll need to handle multiple tasks simultaneously and still retain the ability to implement on time and to plan. You have the ability to exercise independent judgement on a regular basis in resolving complex issues.

Team Player: You have great conflict management skills. You have a great sense of humour and ability to handle challenges with grace and determination. You enjoy team work. You support your team to get the work done, on deadline. You are not afraid of hard work

Education, Skills and Experience

- Law school graduate
- 3 – 5 years recent legal experience preferably in the area of Canadian Employment and Labour Law, or can demonstrate their expertise in this area
- French is also an asset

If you believe in Rosa's mission and strategic priorities, this job could be for you!. Tell us why you want to be part of it! Candidates from Indigenous, racialized, 2SLGBTQ+, and other marginalized communities are encouraged to self-identify in the cover letter.

Please email your **cover letter and resume** quoting reference **#CI-009** to **humanresources@canadianwomen.org**. Applications should be submitted no later than 11:59pm EST on **February 5, 2020**.

We thank all who have expressed interest in this position, but only those selected for an interview will be contacted.