



Innocence Canada

555 Richmond Street West
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Toronto, ON M5V 3B1
Tel: 416 504 7500

Job Posting – Director of Education

Location: Toronto, Ontario
Target Start Date: August 15, 2021
Hours: 35 per week
Pay Rate: Range of \$63,000 - \$70,000 + plus benefits
Employment Type: Contract / Full-time
Reports to: Executive Director

Background

Innocence Canada is a Canadian, non-profit organization dedicated to identifying, advocating for, and working to exonerate individuals convicted of a crime that they did not commit. In addition, Innocence Canada works to prevent future injustices through legal education and reform.

Job Summary

Established in 2014, Innocence Canada's education program is central to the success of the organization. Presently, the education program is fully funded by a three-year contribution agreement (2020-2023) from the Department of Justice.

The Director's role is multifaceted and complex, as responsibilities can vary greatly depending on the needs of the partners and programs. Reporting to the Executive Director, the Director of Education is accountable for a wide variety of tasks ranging from leading recruitment initiatives, supervising student work, project and program management, content development, and establishing and sustaining partnerships.

Specifically, the successful candidate will be responsible for the following portfolios:

1. Managing Innocence Canada's internal and external student programs, including articling, summer fellowships, law school externships, and Pro Bono Students Canada;
2. Responsible for the development and completion of activities outlined in Department of Justice and Law Foundation of Ontario grants, including the development of a web portal for wrongful conviction advocates;
3. Developing curriculum for law school, undergraduate faculties and high schools;
4. Organizing Continuing Professional Development opportunities;
5. Managing and developing content to increase public awareness of the issue of wrongful conviction through the Innocence Canada website, and social media channels;
6. Developing and delivering presentations on wrongful convictions;
7. Drafting grant proposals and reporting to funders;
8. Supporting the case management team and Executive Director on projects as needed;
9. Other duties as assigned.

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Education & Qualifications

- Undergraduate degree, JD degree or equivalent previous work experience;
- A minimum of five years of experience with in a legal and/or non-profit role;
- Experience and understanding of the Canadian wrongful conviction context;
- Experience managing and/or developing targeted legal curriculum;
- Experience managing and/or developing Continuing Professional Development content in a legal context;
- Excellent public speaking skills and experience / enthusiasm for leading presentations for large groups;
- Experience leading the preparation of narrative and financial donor reports;
- Experience recruiting and selecting student candidates for internal and external placements;
- Experience implementing multi-year grants considered an asset;
- Experience creating communications content for web and social media platforms;
- Proficiency in the use of Microsoft Office products (Outlook, Word, PowerPoint, Teams)
- Practical experience with Excel at and intermediate level is required
- Excellent written and spoken English with ability to work in French an asset;
- Comfortable in a collaborative environment and working as part of a small team.

Application Deadline: Monday, July 19, 2021

Interested individuals are invited to apply on Charity Village here:
<https://charityvillage.com/jobs/director-of-education-in-toronto-ontario-ca/>

We regret that due to the small size of the Innocence Canada team only applicants who are selected for an interview will be contacted.