

Summer Job Posting

Assistant Coordinator “Project Inclusion Report”

This full-time, contract position (May 6th - August 30th 2019) is open to persons who are under 30 years of age at the start of the employment.

About Us

Pivot works in partnership with communities affected by poverty and social exclusion to identify priorities and develop solutions to complex human rights issues. Our mission is to work alongside communities to create a just, fair and equitable society through litigation, law reform, research and legal education. Pivot’s work tends to focus on four policy areas: police accountability, drug policy, homelessness, and sex workers’ rights.

We combine strategic litigation with high-impact public education and advocacy campaigns to maximize our effectiveness. Our deep collaboration with people and grassroots movements, combined with our unique approach to social change makes Pivot the only human rights organization of its kind in Canada.

About You

You are passionate about human rights and social justice and have a track record of working with non-profit or advocacy groups and with people experiencing social and economic marginalization. You thrive in a fast paced, collaborative work environment. You bring strong knowledge about Pivot’s four campaign areas and have related experience.

To be eligible for this Canada Summer Jobs position you must:

- *be between 15 and 30 years of age at the start of the employment;*
- *be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and,*
- *have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.*

About the Position

The Assistant Coordinator “Project Inclusion Report” will work with the Community Educator and the Pivot legal team on disseminating the findings of the recently launched Project Inclusion report. See here: http://www.pivotlegal.org/project_inclusion_full

Specific tasks include:

- Become familiar with Pivot’s recent report, *Project Inclusion (PI)* and its findings
- Work with the Community Educator and the legal team to develop, promote, and coordinate *PI* workshops and training sessions to health authorities, allied organizations and other stakeholders

- Meet with external stakeholders including advocates, activists, government officials, community-members, and clients regarding *PI* and the dissemination of the findings and resulting practice recommendations
- Support the Community Educator and the communications team to implement a communication strategy around the findings and engage with the public and stakeholders
- Respond to requests from the community that come to the organization in person, via phone, and online
- Other duties as required to support the functioning of the office

Pivot is a collaborative, team-based workplace. The Assistant Coordinator “Project Inclusion Report” will participate in team meetings and planning sessions and may have the opportunity to work on other projects over the course of the contract.

Apply for this position

Please send your cover letter, resume, and a short writing sample to jobs@pivotlegal.org with the subject line **Assistant Coordinator “Project Inclusion Report”** by Monday March 25, 2019. If possible, please provide a writing sample that relates to social justice, public law, human rights, or other issues that are relevant to Pivot’s work. The salary for this position is \$21/hour.

Pivot strives to create a fair and respectful environment that protects and promotes human rights. Pivot believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Your lived experience, as it relates to our work, will be valued. All of our facilities are gender inclusive.