

**The National Self-Represented Litigants Project**  
([www.representingyourselfcanada.com](http://www.representingyourselfcanada.com))

**NSRLP Coordinator, 2016/17**

**Job description**

The Project Coordinator for the Self-Represented Litigants Research Project will have overall responsibility for the day-to-day operational needs of the Project, including the *following tasks*:

1. First responses to all enquiries from self-represented litigants (SRLs), justice system providers, community service organizations and law schools, via email, phone and other messaging;
2. Delegating detailed follow-up responses to (1) as appropriate;
3. Maintaining and developing the NSRLP Filemaker database of SRLs and justice system partners;
4. Maintaining and updating the NSRLP website;
5. Assisting Dr. Macfarlane in the supervision and coordination of NSRLP student research assistants;
6. Establishing the weekly Team Meeting agenda, in consultation with Dr. Macfarlane;
7. Establishing the monthly NSRLP calendar, in consultation with Dr. Macfarlane;
8. Maintaining and updating the National Database of Professionals assisting SRL's;
9. Note-taking and minute-keeping at meetings;
10. Maintaining NSRLP financial records, cross-referencing with established budgets, submitting approved financial invoices;

11. Managing the NSRLP SRL Speakers Bureau (providing SRL “testers”, as speakers at professional conferences and as members of policy groups), including outreach for the Speakers Bureau;

12. As necessary, coordinating media outreach with Dr. Macfarlane;

13. Planning and coordinating the annual NSRLP Advisory Board meeting

Other tasks and special projects as assigned. Note that training (eg on specialized databases) will be provided on all these tasks

## **Qualifications**

- Education:** Preferably university or college degree or acceptable equivalent combination of education and experience. A background in law is not required, but may be an advantage.
- Experience:** Must have experience working and interfacing with the public. Preferably minimum two years of related administrative experience preferably in a university or non-profit organization setting;
- Skills:** Excellent keyboarding skills, especially word processing, data entry and spreadsheet knowledge; proficiency with email, internet and maintaining websites. Bilingualism (or other language fluency) an advantage. Ability to work under pressure and cope with a variety of tasks. Reliability and good time management. Basic bookkeeping. Ability to work independently when appropriate. Accuracy and strong attention to detail required. Good analytical and organizational skills. Ability to communicate effectively verbally and good writing skills. Demonstrated ability to effectively interact with faculty (both at Windsor Law and elsewhere), staff and students and other stakeholders

(requiring tact, initiative, good judgment and patience as well as respecting matters of a sensitive and confidential nature), representing NSRLP in a professional manner in all these contacts.

The initial contract will be for 12 months, at a salary of \$55,000. Please note that this job is a consultant position and will not include university benefits.

Interested applicants are invited to submit:

1. A cover letter outlining your interest, relevant experience and anything else we should know about why you are attracted to this position;
2. A detailed resume;
3. A short writing sample (500-750 words)

Applications should be addressed to Dr Julie Macfarlane at the Faculty of Law, University of Windsor ([Julie.macfarlane@uwindsor.ca](mailto:Julie.macfarlane@uwindsor.ca)) and should be received by September 30<sup>th</sup>.