



Action Committee on Access to Justice in Civil and Family Matters

National Action Committee (NAC) Manager

Purpose

Under the supervision of the CIAJ's Executive Director and oversight from the NAC Administrative Committee, you contribute to the development and implementation of strategic and operational plans. You also help NAC achieve its annual objectives, while contributing to its development. In collaboration with the Steering Committee and the NAC committees, you are responsible for the coordination and supervision of activities and operations. You possess an excellent knowledge of how to work with volunteers and manage operations in a not-for-profit environment. A critical thinker, you demonstrate Leadership in problem-solving and contribute to the growth of the NAC.

Responsibilities

- Work collaboratively with the Steering Committee to grow relationships between the Action Committee members and the Access to Justice community.
- Contribute to the Action Committee's financial viability and sustainability, including identifying funding opportunities that align with the NAC strategic goals.
- >Foster relationships with funder representatives and support the implementation of the NAC grant commitments.
- Participate in developing, implementing and executing long-term strategies for the NAC.
- Develop and produce annual reporting mechanisms for the strategic plan activities.
- Maintain the NAC's website and lead the implementation of its internal and external communications strategies.
- Support the regular functioning of the National Action Committee.

Skills and competencies

- ✓ Bachelor's degree in law, administration, management.
- ✓ Five years experience in a similar role.
- ✓ High level of organization, priority management, and attention to detail.
- ✓ Bilingual. Impeccable writing skills in both official languages.
- ✓ Knowledge of the justice sector and community, systemic issues, and social landscape.
- ✓ Current with the developments in NAC's area of competencies
- ✓ Fluency in MS Office suite with expert-level use of Word.
- ✓ Strategic thinking and creativity.
- ✓ Experience in the association, social, or not-for-profit sectors, and managing volunteers, an asset.

We offer a:

- Dynamic, respectful, and human-sized environment
- Trust-based and collaborative culture
- 35-hour work week, hybrid model
- Schedule: 8:30 a.m. to 4:30 p.m., Monday to Friday
- Time off beyond the legal statutory holidays
- Paid time off during the year-end holidays
- Summer schedule
- Competitive remuneration
- Flexibility towards self-management and work-life balance

About the National Action Committee

The National Action Committee has served since 2013 as a national leader, catalyst, and convening voice to advance access to justice across Canada, together with provincial/territorial access to justice organizations. Members recognize the vital role that access to justice plays in the wellbeing of people across Canada, the barriers to accessing justice in our country, and the value of a national voice in delivering those messages and facilitating advocacy for new approaches.

Through Annual Summits, regional colloquia, annual tracking of progress across jurisdictions, and other activities geared toward national engagement, the National Action Committee members have shared innovative initiatives, lessons learned, and research findings to collectively support more equitable, accessible, and people-focused justice.

NAC's 2023 Annual Summit marked the 10th anniversary of its Roadmap for Change report, which set out NAC's goals for advancing access to justice in Canada. NAC is a catalyst for national engagement, in support of the work of its members and the broader access to justice community.

TO APPLY

Please submit your application by email to Christine O'Doherty by February 24, 2025, 5 p.m. EST at christine.odoherty@ciaj-icaj.ca

The application must include a resume and a cover letter of two (2) pages maximum.

Thank you for submitting your application. All applications will be treated confidentially. Only candidates selected for an interview will be notified.