



**African Nova Scotian Justice Institute (ANSJI) is accepting Expressions of Interest letters for a Paralegal at the African Nova Scotian Justice Institute (ANSJI).**

## **JOB SUMMARY**

The Paralegal will provide support to the Legal Services Pillar which will include family law, criminal and youth.

**Reporting Structure:** The Paralegal will report to the Director of Legal Services.

### **ANSJI Mandate:**

To address issues of systemic racism in the justice system that negatively impact African Nova Scotians and Black People of African Descent while ensuring fair, legal and constitutional treatment of all African Nova Scotian and Black People of African Descent community members.

### **ANSJI Vision:**

To create programs and services that adequately address institutional racism faced by African Nova Scotians and Black People of African Descent and their families when dealing with human rights complaints, the justice system, all forms of law enforcement and incarceration. The ANSJI will be a place African Nova Scotians/ Black People of African Descent can turn to when seeking legal advice, guidance and advocacy that understands African Nova Scotians as a distinct people. Government, non-governmental organizations, academic institutions, and community groups will look to the ANSJI as a leader in legal research, advocacy and education on justice issues affecting African Nova Scotian/ Black People of African Descent communities.

### **Key responsibilities of the ANSJI Paralegal:**

- Complete intake information and regular client follow-up including preparing intake interview questions and summarizing meeting notes
- Preparing, drafting, and reviewing legal documents and correspondence including affidavits
- Organizing and maintaining accurate records for filing and word processing
- Attend court and client appointments, if required
- Legal drafting and legal research tasks on an as needed basis
- Ensure prompt response times and excellent service delivery for legal clients



- Prepare for and arrange meetings, appointments and timelines for court/filing deadlines
- Supporting and contacting clients to schedule appointments, communicate case progress, and to obtain or exchange information
- Updating client management databases and tracking hours for billing purposes

### **Qualifications and Skills**

- Demonstrated knowledge and understanding of African Nova Scotians as a distinct people as well as social issues affecting the community
- The ability to serve African Nova Scotians and Black People of African
- Demonstrated understanding of social justice advocacy expressed in previous work experience and/or community-based work
- Post-secondary degree or diploma, or equivalent role-related education and experience
- A minimum of 3 years relevant experience as a Paralegal
- Proficiency and aptitude for working with Microsoft Office Suite, Adobe, and Case Management software
- Excellent attention to detail and proofreading skills
- Proven ability to work independently, take initiative and exercise sound judgement
- Strong written and verbal communication, organizational and problem-solving skills
- Able to be flexible, and adapt easily to change

### **Compensation & Terms of Employment**

The ANSJI Paralegal's salary will be commensurate with experience. This role will be full time, up to March 31, 2026 with the possibility of an extension. ANSJI is open and willing to discuss and negotiate secondments, reciprocal arrangements, and leave. We invite all expressions of interest.

**Hours of Work:** Hours of work are typically Monday to Friday 9:00am-4:30pm (flexibility on start and end times) but some evening and weekend work may be required. ANSJI operates within a traditional work environment and anticipates that a significant portion of the work will be conducted in person at the office.

**Holidays:** Holiday pay is paid to all full-time and part-time employees in accordance with the Nova Scotia Labor Standards Code. ANSJI observes the following holidays:



- Salaried Workers: New Year's Day, Heritage Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday in August (Natal Day), Labor Day, Thanksgiving Day, Remembrance Day, Christmas Eve, Christmas Day and Boxing Day.
- All other days that may be considered holiday will need prior approval of the Executive Director.

**Vacation:** The Employee will be eligible to earn up to fifteen (15) days of vacation per annum and will be taken at agreed upon times by the Employee and Employer. Additionally, there are two designated "shut down" periods one in the summer and one in the winter months, the Employee will be notified of these shut down periods in advance.

**Probation Period:** Successful candidates will undergo a 3-month probationary period to assess performance and suitability for continued employment.

**Start date:** To be determined by the Executive Director.

**Pension:** Upon completion of the mandatory probationary period, the employee will be permitted to join ANSJI RRSP pension matching program if interested, but this is not mandatory

**Benefits:** The Employee will be eligible to enroll in the ANSJI benefits program after successful completion of the probationary period. The benefits are mandatory unless waived by the insurance company if the Employee has comparable coverage.

If you are interested in this position, or have questions, please submit your expression of interest to the ANSJI Director of Operations, Sarah Upshaw, at [sarah.upshaw@ansji.ca](mailto:sarah.upshaw@ansji.ca) subject line: *Paralegal*, no later than Midnight on April 27<sup>th</sup>, 2025.