

Legal Project and Research Coordinator

About the ULCC

The Uniform Law Conference of Canada (ULCC), an unincorporated non-profit organization, provides independent and informed analysis and recommendations for the harmonization and reform of laws in Canada. It primarily does so by developing and recommending uniform acts and by recommending reforms to the criminal law of Canada. There are two sections of the ULCC: the Civil Section and the Criminal Section.

Job Purpose

The Legal Project and Research Coordinator plays a critical role in the development and management of ULCC projects for the Civil Section and is an experienced legal professional with a proven record in law reform and/or policy development. Reporting to the Executive Committee and working closely with the Chair of the ULCC's Advisory Committee on Program Development and Management (ACPDM) and the Chair of the Civil Section, the Legal Project and Research Coordinator initiates and supports the planning, execution, implementation, and evaluation of Civil Section and joint Civil and Criminal Section projects.

This is a part-time contract position to December 21, 2025, with possibility of renewal. While time commitments may fluctuate during the year, work hours are expected to average 20 to 24 hours per week. Compensation will be in the range of \$60,000 to \$75,000 per annum, depending on qualifications and experience.

This is a remote position and candidates may be located anywhere in Canada. The contractor will be responsible for their own office and equipment.

Role Duties

Project Management and Working Group Coordination

- Along with the ACPDM Chair, coordinate project initiation, planning, and execution. This includes:
 - coordinate feasibility studies
 - find researchers and drafters
 - prepare and monitor Working Group budgets and contracts
 - ensure Working Groups are adequately populated
 - communicate expectations to Working Group Chairs (including regarding report content, format, and submission deadlines)
 - monitor progress by liaising with Working Group Chairs and assisting them in resolving process-related issues ("troubleshooting")
- Keep the Civil Section Chair apprised of Working Group progress

Committee support

- Assist in planning and preparation of the ACPDM budget
- Provide input on the overall ULCC budget as it relates to funding for ULCC projects
- Attend and participate in Executive, Budget and Finance, ACPDM, Communications, and other committee meetings, as appropriate, as well as the ULCC annual meeting (usually held in August)

Website and Document Management

- Ensure that Civil Section and annual meeting content on the ULCC website is current and that reports and uniform acts are formatted according to ULCC approved guidelines
- Monitor the implementation of uniform acts and maintain and publish a record of implementation on the ULCC website
- Make Civil Section documents available to the ULCC's Jurisdictional Representatives
- Ensure final, interim, and back-up copies of Civil Section and joint Civil Section and Criminal Section Working Group documents are maintained, stored, and tracked

Additional Responsibilities

- Monitor and provide updates on legal developments relevant to ULCC projects and other possible areas of interest
- Respond to external enquiries about the work of the ULCC
- Perform other duties as requested by the President and Executive Committee

Qualifications

- Legal training (law degree or paralegal diploma) and legal experience required
- Experience in law reform and/or policy development
- Project management and coordination skills and experience
- Strong organizational, meeting facilitation, and interpersonal skills
- Preference will be given to qualified candidates who have an ability to communicate in both official languages

Applications

Applications should include a cover letter and resume and be emailed to mlemieux@ulcc-chlc.ca no later than the application deadline of Monday, May 29, 2023.

Interviews will be conducted in both official languages and may begin before the application deadline.

Please email any questions to Michelle Lemieux, Executive Director, at mlemieux@ulcc-chlc.ca.