

Employment Opportunity at Westaway Law Group

Date: May 8, 2018

Positions: **1 Associate**

Available: **Immediately**

Contact: Dawn Misner, Executive Assistant at dawn@westawaylaw.ca

Westaway Law Group is seeking an Associate with 2-5 years of experience to join our growing firm.

What can I expect to do in this role?

Key responsibilities include:

- Working as an Indigenous Law specialist with a team of other lawyers that specialize in Indigenous law
- Giving written and oral advice on matters that are complex and have cross-cutting implications
- Drafting documents including: pleadings, briefing notes/memorandum, agreements, client correspondence
- Briefing senior management
- Providing instructions on litigation
- Delegate work and provide instruction to administrative support staff
- Actively participate in business development
- Maintain paper and electronic client files
- Meet billable and non-billable (business and professional development) targets
- You may be asked to travel throughout Canada as we have clients across the country

How do I qualify?

Knowledge and Skills

- Demonstrated expertise in the area of Indigenous law and/or related public law work
- Demonstrated knowledge of administrative, public and/or constitutional law

- Demonstrated ability to help manage contentious issues
- Practical problem solver
- Flexible team player, but also able to work independently
- Proven efficiency and can work under pressure and in tight time frames
- Demonstrated good judgment and analytical skills
- Preference may be given to First Nations, Métis, and Inuit applicants
- Bilingualism is considered a strong asset (French)

If you are interested in applying to this position, please email Dawn Misner at dawn@westawaylaw.ca. In your email, please include:

- Your CV
- Your cover letter
- Writing sample
- References
- Transcripts (if available)

Your CV and cover letter must clearly demonstrate your knowledge and experience.

We thank all candidates for their interest, however we will only contact those selected for an interview.