

LAWYER VOLUNTEERING

JOB POSITION



Mothers to Daughters, a [for-impact organization](#) whose focus is to bridge intergenerational gaps amongst women, is currently seeking a Lawyer. Reporting to the Board of Directors, in this position, you will be available to assist with legal related inquiries.

Opportunity: Be part of our talented team, grow, get exposure through networking within a fast growing for-impact organization.

Start date: March 1st 2021

Monthly Time Commitment: 7 - 10 hours

Term: Unlimited

Responsibilities

- Preparation of bylaws, financial agreements, privacy statement, non disclosure, terms and conditions and team member contracts
- Recommends and communicates high quality, valued advice and counsel on a broad range of legal matters related to federal laws for not-for-profit organizations
- Maintains an awareness of current provincial and federal legislation and regulations that may impact **M2D**; recommends amendments to existing policies and procedures.
- Works independently and with accountant to develop and manage key partnership contracts
- Other duties, projects, and initiatives as assigned by the Board of Directors

Our definition of a good fit

- Understand provincial and federal Canadian laws
- Experience working within a busy practice
- Excellent drafting skills
- Excellent English verbal and written communication skills
- Superior knowledge of Word, Excel to automate recurring analysis/working papers.
- Analytical, critical-thinker, witty, self-confident, team player, able to take feedback, and support your team members
- Strong attention to detail and excellent communication skills

If this resonates with you, we want to talk to you! Send in your CV today at

info@motherstodaughters.ca.

We thank all applicants who apply, but only those selected for an interview will be contacted.