



2024 Summer Legal Volunteers

About CCLA

The Canadian Civil Liberties Association (CCLA) is a national, non-profit, non-partisan, non-governmental organization supported by thousands of individuals and organizations from all walks of life. Since 1964, CCLA has worked to advance rights, freedoms, and justice throughout Canada, working in the courts at all levels, before Parliamentary and legislative committees, and in classrooms across the country.

CCLA has developed a unique model of advocacy that supports five core activities: monitoring, litigation, research, public education, and civic engagement. Currently, CCLA's work is focused on the following thematic areas: **Fundamental Freedoms, Criminal Justice, Equality, Privacy and Education.**

Diversity, Equity and Inclusion Commitment

CCLA is an equal opportunity organization and is committed to taking proactive steps to provide and create opportunities for historically marginalized groups. We are committed to taking proactive steps to provide and create opportunities for historically marginalized groups. We seek applicants who will strengthen our commitment to diversity, equality, and inclusion. **We strongly encourage qualified candidates from Indigenous, Black and other racialized communities, 2SLGBTQIA+ communities, individuals with disabilities, and other members of marginalized communities to apply and self-identify in their application materials.**

Summer Legal Volunteer Role

CCLA hosts several legal volunteers each summer. Volunteers engage in substantive legal work supporting CCLA's ongoing advocacy efforts in civil liberties and human rights.

Most summer legal volunteers will be able to choose two of our thematic program areas and rotate through them during the course of the summer, in order to obtain a breadth of practical experience, based on personal interest.

Working directly under a CCLA advocacy program director, students will be asked to conduct legal (and sometimes complementary social science) research and prepare written materials in a range of formats on various topics within their chosen programs. This may include case briefs, reviews of draft or proposed legislation, policy reviews, and research memoranda. Areas of law encompassed by our work include constitutional, public, administrative, criminal and human rights law.

CCLA and our summer legal volunteers benefit from a certain amount of stability, predictability, and consistency in scheduling. Many summer legal volunteers choose a 4-5 days per week schedule. We are also happy to work with successful candidates to design a flexible schedule that will suit volunteers and accommodate their other obligations, such as paid employment – however we ask that volunteers commit to at least 16 hours per week, and a minimum of 8 weeks during the summer. Selected summer legal volunteers must be able to attend a mandatory orientation session that will be scheduled in the first week of May 2024.

Applicants should be aware that these positions are strictly volunteer opportunities for which the CCLA does not offer compensation of any kind. However, some volunteers obtain external opportunities (including fellowships, funding, or course credit through their law schools).

2024 Summer Legal Volunteer Application Process

***Please note: Our summer legal volunteer and articling recruitment processes are completely distinct. Summer legal volunteers who may be interested in articling at the CCLA will have to apply through our regular articling recruitment process – which is subject to funding for an articling fellow**.*

Volunteer spaces are limited and highly competitive, and the organization gives priority to those volunteers who have or are in the process of obtaining external opportunities.

Qualifications

Summer legal volunteer opportunities are open to law students and recent law graduates. Applicants should demonstrate legal excellence, be reliable, well-organized and self-motivated, have an interest in civil liberties, human rights, and public policy. Strong writing and legal research and analysis skills are essential. Personal or professional experience working with non-governmental organizations is highly desirable. The ability to read legal and other materials in French is a strong plus.

How to Apply

Please email your application as **one pdf**, addressed to Harini Sivalingam, to volunteer@ccla.org with the subject line “**2024 Summer Legal**”. However, if you are seeking or have obtained an external opportunity (see below), please use the following as your subject line “**2024 External Opportunity – Summer Legal**”.

Your application should include the following documents in this order:

- Cover letter
- Law school transcripts
- Resume
- Reference letters, if any (these are not required, but up to 2 will be accepted).

Additional Requirements for External Opportunities

Many students who volunteer with CCLA during the summer are able to obtain funding, fellowships, course credit, internships, or other external opportunities through their law schools or other outside sources. Many of these external opportunities have their own application requirements, including the support of CCLA for your application, and sometimes a project proposal or statement of interest. Please note that CCLA may choose to support more than one applicant for a particular fellowship. If you are seeking or have obtained such an external opportunity, please include the following additional documents with your application.

- A document entitled “External Opportunity” that includes the following information:
- Name of the fellowship, internship, etc.
- Required time commitment at CCLA – How many weeks of volunteer work? Part-time or full-time? Approximate start and end dates if known.
- What you require from CCLA for the purpose of your application (e.g., a letter of support, sign-off on a project proposal)
- Application deadline for the external opportunity
- A one-page draft of your project proposal or statement of interest, if required as part of your external opportunity application. Please contact us at volunteer@ccla.org **in advance** for a list of possible projects and instructions for the purpose of preparing your one-page draft.

Application Deadlines

If you are applying for an external opportunity with a deadline on or before March 15, 2024, please ensure that we receive your completed application by **10 am EST on January 31, 2024**.

If your external opportunity deadline is after March 15, 2024, or you are not seeking an external opportunity, please ensure that we receive your completed application by **10 am EST February 28, 2024**. Applications received after this deadline may still be considered subject to availability.

The Interview Process

The interview process will occur remotely. Please notify us if you require accommodation at any time during the recruitment process.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.

Location:

We anticipate that participation for students located in Toronto will be hybrid, with the in-person component taking place in our mid-town Toronto office. There may be some flexibility offered for students located outside of Toronto to participate remotely.