

Community Projects Assistant – Public Legal Education Program

Department: Public Legal Education (PLE) Program

Location: This position is primarily remote (home based) but the work is local. You must live in the Alberta Lakeland region and be able to travel to communities and Portage College campuses. Travel costs are only covered within the region.

Position Type: Contract position up to 36.25 hours per week for 50 weeks per year with the option to take the summer off. Contract year runs January 3 to December 23, 2026 with possibility of renewal into 2027 based on program needs and fit.

Reports to: Program Coordinator, Public Legal Education

Contract Pay: commensurate with education and experience

Posting Date: November 24, 2025

Closing Date: Until a suitable candidate is found

ABOUT THE PLE PROGRAM

The Public Legal Education (PLE) Program collaborates with organizations across Alberta to deliver legal information and educational opportunities that help Albertans learn about the law, understand the justice system, and connect with legal resources. We aim to support people in building confidence as they navigate legal systems that may affect their lives.

ABOUT THE POSITION

The Community Projects Assistant will support the delivery of Portage College's Public Legal Education programming across the Lakeland region. Working with a small team, this role will assist with special projects, support community engagement, help deliver in person program activities in community settings, and assist us in gathering information that will help evaluate the legal needs of the communities and stakeholders we serve.

KEY RESPONSIBILITIES

- Assist with planning, logistics, and promotion for PLE community events, workshops, and special projects.
- Support on-site delivery of PLE sessions in community settings.
- Collect community feedback to support ongoing evaluation and community needs assessment work.
- Attend interagency meetings to stay informed about local needs, services, and emerging issues.
- Attend community outreach events and host resource tables to share PLE resources, promote upcoming programming, and engage community members in short feedback conversations.
- Co-host or assist with virtual PLE programming when needed.
- Help strengthen connections with Indigenous communities, newcomer organizations, seniors groups, youth serving agencies, and rural service providers.

QUALIFICATIONS AND EXPERIENCE

- Post-secondary education in a relevant field or equivalent experience.
- Cultural awareness, empathy, and comfort working with diverse and rural communities.
- Experience helping plan or coordinate community events, outreach, or projects.
- Strong computer skills and comfortable working in a Microsoft environment (Office, Teams) and able to quickly learn new tools used in the program (Trello, Canva, QR tools, etc.)
- Must be comfortable working in a remote team environment where all task updates and project tracking happen in Trello on a daily basis.
- Able to work independently, take initiative, and stay organized while contributing to a small team environment.
- Knowledge or lived experience related to everyday legal issues in Alberta (for example tenancy, family, employment, or human rights) especially as they impact Indigenous Peoples, newcomers, seniors, or rural communities is an asset
- Must have a reliable vehicle, valid Alberta driver's license, and appropriate insurance as travel across the Lakeland region will be required (travel expenses reimbursed at college rates).

- Able to work occasional evenings or weekends when needed.
- Must have a reliable home workspace and internet connection for remote work. A laptop will be provided.
- The successful applicant will be required to submit a police information check that meets with the satisfaction of the College.

WHY JOIN PORTAGE COLLEGE'S PLE PROGRAM

- Contribute to projects that improve access to justice and legal awareness in the Lakeland region.
- Work with local partners and Portage College to deliver learning opportunities that reflect community needs.
- Support reconciliation, inclusion, and community connection through education.
- Access professional development and enjoy a flexible, supportive team environment.

HOW TO APPLY

Email your cover letter and resume to shelley.jackson@portagecollege.ca and include "PLE Program – Community Projects and Partnerships Facilitator" in the subject line.

We thank all applicants for their interest. Only those selected for an interview will be contacted.