



Youth Leaders in Law 2021/22 Executive Application Package

Calgary | Edmonton | Vancouver | Toronto | Ottawa | Saskatoon

Letter from the Youth Leaders in Law Team

Applicants,

After three years of running the Calgary branch and two successful conferences in October 2019 and March 2021, we are excited to announce that Youth Leaders in Law will be expanding and opening new chapters in the 2021-2022 school year! This means that our mission to provide equitable access for all Canadian youth to learn more about the law profession will now be achieved in Edmonton, Vancouver, Toronto, Ottawa, and Saskatoon. Partnered with the Canadian Bar Association, we have over 15 lawyer mentors on our team ready to work closely with you to run a YLL conference in your city.

For past executives, Youth Leaders in Law has provided to them a group of likeminded individuals to relate to, personal growth, and professional development. Working within a non-profit organization allowed them to flourish as individuals as this is a unique opportunity that promotes the core values of community, equality, and diversity. Being a part of the Youth Leaders in Law Executive is an experience that can not be found elsewhere. This is truly a one of a kind opportunity that will allow you to increase your network Canada-wide and grow as an individual.

Use this package as a way of understanding what each role available to you entails, and how you could potentially fit within a team. Our advice to you is to choose the role that you can see yourself giving 110% to for the coming year. What is of the utmost importance is your belief in YLL's mission, so do not let your experience deter you from applying.

Applications are due on **April 25th, 2021**. Applicants who have been shortlisted for an interview will be contacted by early-mid May. Those selected will be expected to attend our summer exec training sessions which will be held virtually via Zoom.

Best of luck,

Youth Leaders in Law Team

YLL's Mission

Since 2018, Youth Leaders in Law has worked in conjunction with the Canadian Bar Association Equality, Diversity, and Inclusion Committee, the Law Society of Alberta, the University of Calgary, the University of Alberta, and many law firms across the country to advance equality and diversity in the legal profession. As you may know, YLL runs an annual, free-of-charge conference to encourage youth from diverse backgrounds to pursue a career in law.

We are looking for team members in regions around Canada to help advance this mission. If you have worked in leadership roles or have worked to advance greater equality, diversity, and inclusion in your community, we encourage you to highlight these experiences in your application.

Positions and Responsibilities

President/Vice President

- Operate alongside your President/Vice President and lawyer mentors to oversee operations of your city's YLL branch and implement comprehensive goals for performance and growth strategically
- Establish and model organizational culture, values, and behaviour
- Chair meetings with the lawyer mentors and executive team
- Communicate regularly with lawyer mentors regarding updates and upcoming events
- Work and collaborate with the Founding Board of Directors and Calgary Presidents to ensure smooth operations

Administrative Director

- Work closely with schools and speakers to ensure proficient communication and relations
- Organize and schedule Executive Team meetings and meetings with lawyer mentors
- Create meeting minutes and to-do lists
- Coordinate overall team cohesiveness and communications

Human Resources Director

- Establish an Ambassador Program that is innovative and engaging
- Lead ambassador recruitment, review applications, and conduct interviews
- Oversee ambassador projects, delegate tasks, and implement deadlines for ambassadors
- Develop plans to increase engagement and team synergy within both the Executive Team and ambassador team

Information Technology Director (experience required)

- Skills required: familiarity with website development and upkeep
- Organize all registration for Youth Leaders in Law events
- Lead the development of a robust website that requires maintenance throughout the year
- Arrange all technological aspects of operations (e.g. Zoom for conference, etc.)

Marketing Director (experience required)

- Skills required: proficient with graphic design, social media management, and video editing
- Manage all social media platforms by creating stories and posts to optimize brand awareness for YLL
- Operate social media platforms to be innovative, modern, and engaging to all audiences
- Oversee the creation of all promotional materials and evaluate YLL's marketing needs
- Respond to DMs from students and the community

Outreach Director

- Maintain and create new relationships with the community
- Reach out to local schools, lawyers, and businesses
- Contact the media, school newspapers, other non-profit organizations to publicize YLL and its events
- Amplify organizational outreach and represent YLL in external events

Treasury Director

- Actively seek out and apply for available grants and sponsorships
- Manage all communications with potential sponsors (e.g. law firms, local businesses)

- Work alongside the lawyer mentors to manage finances and budgets
- Draft budgets and financial plans for YLL events
- Maintain the tracking of all purchased materials or supplies