Rosa

**Request for Proposals:**

**Legal Writer**

*Deadline Monday June 29th at 5:00pm PST*

Hi there! We are looking for a **Lead Legal Writer** to take legal research and write long form plain language content for Rosa. You can do this work on your own subcontract to have other legal writers work with you, pending Rosa’s approval. Rosa is a digital access to justice platform and training around workplace sexual harassment. Organized by province and territory, Rosa is there to guide workers through what the law is, what to expect and how to prepare in each legal and administrative forum. Our goal is to provide the workforce with tools to protect their rights and create accountability so that they can go to work in safety and are set up to succeed. Rosa is a collaboration between Aftermetoo and Canadian Women’s Foundation.

**Your Role**

You will be creating plain language content following Rosa’s style guide and templates, without compromising legal accuracy. Rosa’s voice is friendly, encouraging, and absent of legalese, targeted specifically towards vulnerable and precarious workers from disadvantaged groups, many of whom may not speak English as a first language. You will be following the research to ensure compliance and accuracy with different provincial tribunals and legal systems. Specifically:

* Rosa is developing content on seven forums relevant to workers facing sexual harassment:
  + Reporting to the Employer (The Occupational Health and Safety process)
  + Workplace Compensation Board
  + Labour Relations Board
  + Human Rights Tribunal/Commission
  + Judicial Review
  + Civil Court, and
  + Unions
* For each of these forums, you will be using the content that is currently being developed for Ontario as templates to create content for the rest of the jurisdictions (all provinces and territories as well as Federal jurisdiction)
* You’ll be using Rosa’s style guides and comparative spreadsheets of legal research for each province, territory (except Quebec) and Federal jurisdiction to tailor the Ontario content templates to the specific jurisdiction. The structure, voice and layout of the content must remain consistent across jurisdictions.
* Using the Ontario templates, you will be working with the legal research team to identify and address any gaps in research for a specific jurisdiction.
* You will be working with the Legal Manager on issues that may arise around content, style, and structure.

**Project Timeline**

This is anticipated to be 80 days of work carried over five months from July 2020- November 2020. You will work with the Project Director to ensure that that project timelines are met.

**Selection Criteria**

This job is for you if you …

* Have professional experience working with a vulnerable and precarious workforce and can analyze intersectional legal issues this workforce might be facing.
* Have a strong understanding of federal, provincial, and territorial laws, reporting bodies and union systems designed to address workplace sexual harassment, tempered with a curiosity to learn more.
* Have a demonstrated understanding of workplace sexual harassment issues and access to justice barriers faced by a vulnerable and precarious workforce.
* Are an excellent, engaging writer, who is adapt at making complex legal content, compelling and accessible to those with no legal training and language barriers.
* Are deadline driven. We move at a fast pace. If you say you will hit a deadline - you will.
* Can take our Ontario templates and use them as a guide to replace or eliminate content that is not relevant to the forum in other provinces/territories.

**One of our core values is that we value diversity and strive to reflect the communities we serve. In that regard, we encourage applicants who identify as Indigenous, Black, racialized, persons with a disability and/or a member of the 2SLGBTQ+ community, to apply. We also encourage applicants to self-identify in their cover letter if they wish to do so.**

**Remuneration**

The available funding for the curriculum development is $60,000 (including applicable taxes) over the next five months. This amount is inclusive of subcontracted staff hired to assist in creating the content.

**Proposal Guidelines**

Please provide the following information in your proposal:

* CV, Resume, Team Profile (if applicable)
* Detailed proposal outlining work plan
* Detailed timelines and budget information
* 1 sample of similar and/or relevant work. No legal briefs.
* 3 recent references for similar and/or relevant projects

We are a diverse team and are looking for diverse people to join the team. The successful candidate will work closely with the Legal Manager and the Project Director.

Submit your proposal to [msquires@canadianwomen.org](mailto:msquires@canadianwomen.org) by **June 29th at 5:00pm PST**. Only those selected for an interview will be contacted.