

**Articling Student 2024/25 (2 Positions)**  
Legal Services, Casual Non-Union  
Starts Summer 2024, start date to be finalized

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Toronto District School Board (TDSB), the largest school board in Canada, invites applications for two articling student positions for the 2024/25 articling term.

TDSB offers the opportunity to gain legal skills in a supportive and collaborative environment. Students participate in work that has a real and meaningful impact on public education and the Toronto community, in the areas of:

- education
- human rights
- civil litigation
- administrative law
- corporate/commercial
- privacy
- family law
- construction and procurement law

### **Summary of Duties**

Throughout their articles, articling students will have the opportunity to have independent carriage of files and work with counsel on complex matters, including:

- draft court documents, including pleadings, facta, and affidavits
- engage in internal investigations and prepare reports
- assist with witness preparation
- attend mediations and hearings
- draft contracts
- apply policies and procedures
- advise administrators and senior team on a variety of legal issues
- engage in legal research and draft memoranda

### **Qualifications**

Qualities that make an applicant stand out include:

- an interest in public law
- ability to draft correspondence and legal documents
- strong attention to detail and good organizational skills
- ability to work effectively on multiple concurrent projects under strict timelines
- enjoy working independently, with minimal direct supervision
- being proactive and taking an enthusiastic approach to work
- proficient with Microsoft Office applications (e.g., MS Word, Excel and Powerpoint)

- strong research, writing and oral communication skills
- working knowledge of online legal research tools
- enjoy working on a wide variety of legal and business issues

You are required to be a candidate who is entering or currently registered in the Law Society of Ontario's Lawyer Licensing Process Articling Program.

### **Special Requirements**

- requires travel to schools and TDSB sites, law offices, courts, tribunals, etc. Currently hybrid working arrangement
- ability and willingness to work extended hours (evenings/ weekends) as required

**Work Location:** 5050 Yonge Street (wheelchair accessible)  
Currently hybrid working arrangements  
**Hours of Work:** 35 hours  
**Work Term:** 10 months

### **Application Process**

Applications **must** include the following:

1. cover letter
2. resume
3. undergraduate and law school transcripts
4. writing sample (max. 5 pages)

E-mail your application to [articling@tdsb.on.ca](mailto:articling@tdsb.on.ca). Applications must be received by **January 31, 2024 at 4 pm EST**. Please use the following format in the subject line: LAST NAME(S) – FIRST NAME(S) – TDSB Articling Student Program 2024/25

Thank you for your interest. Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

***TDSB strives to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known during the application process.***

***TDSB strives to reflect the community we serve and welcomes applications from all equity seeking groups, including historically disadvantaged and marginalized community members.***