

National Right to Housing Network – Legal Education Coordinator (full-time, remote/virtual office)

National Right to Housing Network

In 2019, Canada legally committed to the human right to housing in its National Housing Strategy Act (NHTA). The National Right to Housing Network (NRHN) is a broad-based, grassroots civil society network established to fully realize the right to adequate housing in Canada. We have two goals:

- To advise and strengthen Canada’s infrastructure for the implementation and growth of Canada’s commitment to housing as a fundamental human right, and;
- To build a community-based movement and culture that supports the meaningful implementation of the right to housing.

As the connective tissue for the housing justice movement, our Network is guided by the NHTA and international human rights law and is informed by first voice advocates and rights holders ([more on our values here](#)). We are focused on amplifying the voices of historically marginalized populations including women and gender-diverse persons, Indigenous peoples, persons with disabilities, and racialized persons. Using a human rights-based, collaborative, and dynamic structure, we drive forward the following objectives:

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- **Foster Collaborative Relationships with Partners and NHTA bodies:** Strengthen relationships and create mechanisms for dialogue with Office of the Federal Housing Advocate (OFHA), National Housing Council and partners to demonstrate proof of concept, i.e. to ensure NHTA processes are meaningful in practically advancing the right to housing.
- **Engage Federal Policy Makers:** Build relationships, advocate, and promote dialogue with federal, bureaucratic and political actors from all parties to promote accountability to the meaningful implementation of the right to housing throughout all policies, budgets, laws, and programs.
- **Community Engagement and Advocacy:** Connect rights holders, community organizations and civil society to bring forth claims, evidence and issues to the National Housing Strategy Act (NHTA) and United Nations (UN) bodies through collaboration, capacity-building and education initiatives.
- **Support Strategic Litigation:** Hold inclusive and collaborative spaces to strengthen the bonds within the legal community and advance strategic litigation efforts in pursuit of housing justice for marginalized communities.

The NRHN fills a critical role as a core convener and representative of equity, rights-based analysis, engagement, and advocacy around housing to ensure that the historic commitments in the legislated NHTA are meaningfully realized – particularly for marginalized groups who have borne the brunt of Canada’s housing crisis.

The NRHN is administratively held within the charitable, non-profit corporation, the Canadian Alliance to End Homelessness (CAEH). The Legal Education Coordinator is employed by the CAEH while being accountable to the NRHN.

Diversity & Inclusion

Candidates with lived experience of homelessness and/or who self-identify as being from a marginalized community, including Indigenous peoples, racialized persons, persons with disabilities, and 2SLGBTQIA+ persons, are encouraged to apply and will be prioritized. We ask that these candidates indicate their relevant identities in their cover letters. We are committed to equitable and fair opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

The Position

Reporting to the NRHN National Director, the Legal Education Coordinator will play a critical role in bridging legal expertise and community engagement by developing resources and initiatives that translate complex legal principles, particularly those enshrined in the 2019 National Housing Strategy Act (NHSA) and international human rights law, into actionable knowledge for tenants, advocates, and communities across Canada (and particularly in Ontario) to claim their right to adequate housing.

This position will be responsible for increasing access to legal education, ensuring that community members, tenants and those with lived and living experience of homelessness can meaningfully engage with housing-related access-to-justice frameworks.

The Legal Education Coordinator will be primarily responsible for:

- Developing and delivering tailored resources, in collaboration with the NRHN Communications Lead, that meet the specific needs of tenants, advocates, and communities. This can include plain-language guides, toolkits, and workshop materials.
- Supporting tenants and marginalized groups in understanding how their rights under the NHSA can translate into practical recommendations for [review panels](#) to present to the Minister of Housing, Infrastructure, and Communities.
- Partnering with legal clinics, civil society organizations, and rights claimants to align legal education initiatives on the right to adequate housing with community needs and priorities.
- Convening and facilitating working group meetings and other spaces for knowledge exchange. In particular, supporting a youth-led initiative that fosters meaningful dialogue between youth and adjudicators as it [relates to a submission](#) made to the Federal Housing Advocate, including developing resources, and facilitating workshops in Ontario.
- Along with the NRHN National Director, drafting of the NRHN's submissions to United Nations treaty bodies on implementation of recommendations from review panels and the Federal Housing Advocate.

Other responsibilities include:

- Evaluating the impact and effectiveness of public legal education initiatives and working alongside NRHN’s Strategic Development Manager to incorporate feedback mechanisms for continuous improvement.
- Participating in the Right to Housing Stream conducted by the NRHN for the annual National Conference on Ending Homelessness.

** In addition, other duties and special projects, as assigned, to advance the mission of realizing the right to housing in Canada.

The Legal Education Coordinator will work independently from a home office. They will be supported by the NRHN National Director through regular online video conferencing and conference calls.

Other Expectations

- Candidates who are members of the Law Society of Ontario are encouraged to apply, though not required.
- Proactively promote the right to housing.
- Always work with partners and rights-claimants from a participant-focused and strength-based approach.
- Ensure any contact or communication with Network members, leaders, government groups, organizations, and other stakeholders occurs in a professional manner.
- Ensure expenses and other required reports are submitted on time and accurately.
- Act and operate with the highest possible ethical standards including but not limited to: avoiding real or perceived conflicts of interest; protecting client, volunteer, and donor confidentiality; working with integrity; protecting human rights; ensuring transparency; and ensuring a high standard of public accountability.

Software Applications Used

- Microsoft 365 including Microsoft Office and Microsoft Teams
- Basecamp project management
- Internet browsers
- Nation Builder
- Canva
- Zoom
- Doodle (or other meeting schedulers)
- Google Suite (Google Drive, Docs, Sheets, Forms, etc.)

Work Environment

- This position can be located anywhere in Canada with preference for candidates in Ontario, and a location that is easily accessible to an international airport
- This position requires the ability to work from a virtual/home office location without the standard support available at a traditional office. Certain costs associated with setting up a

home office will be reimbursed, including the provision of essential equipment such as a laptop.

- We value work-life balance and offer flexibility in scheduling when possible.

What We Offer

- **Salary:** \$75,000 – 79,500.
- **Annual Cost of Living Salary Adjustments:** available when organization budget allows.
- **Time off:** 5 weeks of paid vacation, a paid winter break, and up to 12 sick days annually.
- **Pension:** flexible plan options.
- **Benefits:** comprehensive coverage, including virtual wellness and healthcare.
- **Work Environment:** Flexible arrangements and a supportive online culture.

Application Process

If you wish to be considered for this role at NRHN, please submit a resume and letter of interest via misha@housingrights.ca. Feel free to include up to two writing samples demonstrating experience with developing public legal education materials with your application.

Applications will be accepted until **February 12, 2025, at 11:59 pm ET** and will be reviewed all at once following the application closing date. Applications will be held in strictest confidence, and we will try our best to follow up promptly to inform you if your candidacy moves forward.

At all points throughout our hiring process, disability-related accommodation is available on request. Please contact misha@housingrights.ca with your needs or any questions you may have.

Here's what to expect during our interview process. At any stage, feel free to ask questions about our team, organization, or the role:

- **Interview (60 minutes):** A deeper discussion with the hiring manager and other team members. This interview will focus on your technical skills, experience, and work style. We will discuss your alignment with our mission and the key responsibilities of the role. We'll also cover logistics, such as work location, hours, and compensation. Questions will be provided to candidates in advance.
- **Second Interview or Work Sample (if applicable):** For some roles, we may ask finalists to complete a work sample (no more than 2 hours of preparation). A stipend will be provided.

Anticipated start date mid-March 2025.