



Career Paths for Internationally Trained Lawyers (ITLs)

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Introduction

While legal positions vary greatly in scope and responsibility, there are certain core skills that are required in most legal jobs, anywhere in the world, such as:

- Communication (written and oral)
- Interpersonal
- Active listening
- Problem solving
- Analytical
- Research
- Organization
- Persuasion
- Advocacy
- Facilitation/ Mediation/ Negotiation
- Stakeholder engagement
- Time management and prioritization
- Attention to detail

The skills you acquired while practicing law in your home country can be applied to a wide range of different jobs in Canada - legal or not. This document provides you with a list of 10 “near-law” and “non-law” career options that are a great fit for Internationally Trained Lawyers (ITLs) and do not require further legal accreditation (visit the *National Committee on Accreditation* for more details).

Look back to your professional experience and list the activities you performed in each position. Identify the core competencies and skills you developed. Match these skills with the job you want to get. Highlight these skills in your resume and cover letter to show how you are a great fit for the role!

10 “Near-Law” and “Non-Law” Career Paths for ITLs

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Tips to Consider:

- This guide provides you with the generic job description, skills and qualifications required for 10 near-law and non-law career paths. There are other great career options for ITLs out there – continue to research until you find a good fit for you.
- Job titles vary. This guide uses multiple job titles for each career path. We suggest you try these different key words in your job search to access more job postings.
- Use the job description and skills sections to help you reflect on your core competencies and skills and to assist you in writing a resume and cover letter tailored to the career path you want to pursue.
- The job descriptions presented are generic and intended to give you a general idea of the type of activities a professional in that area performs. Actual job postings will vary.
- This guide was developed in 2017 and was based on an extensive research on Indeed and LinkedIn job postings for the 10 targeted career paths in Canada. The Qualification section was prepared based on how frequently a certain degree, diploma, certification or experience was required (e.g. “always”, “usually”, “may”, “rarely” and “not required”). This means that when you find a job posting do not assume all other jobs in the area will require the same qualification level. For example, usually (not always) a Legal Assistant Diploma is required for legal assistant jobs – there were job postings that did not indicate such qualification.

Contract Analyst/ Contract Specialist/ Contract Administrator/ Contract Manager/ Proposal Coordinator

Generic job description:

- Participate in contract negotiation, development and management.
- Assess, mitigate and manage legal and business risks in contracts.
- Manage lifecycle procurement activities.
- Assist with contractor performance management and help improve contractor relationships.

Skills:

- Communication (written and verbal)
- Interpersonal
- Negotiation
- Stakeholder relations
- Risk management
- Leadership
- Attention to detail
- Analytical
- Problem solving
- Knowledge of corporate governance, policies and procedures, contract/procurement law

Qualification:

- Usually no certificate, diploma or training is required. A degree in Law is often listed as an asset.

Policy Analyst/ Regulatory Analyst/ Compliance Analyst

Generic job description:

- Research and analyze policy, regulation and legislation in the targeted area.
- Keep staff informed on legal and industry developments and trends in the targeted area.
- Engage with internal and external stakeholders.
- If working in the government or regulatory agencies: identify policy/regulatory issues and develop solutions.
- If working in the private sector: develop corporate policies in alignment with the company's governance model and in compliance with governing policies, regulations, legislation and directives.

Skills:

- Research
- Analytical
- Problem Solving
- Organization
- Interpersonal
- Communication (written and oral)
- Stakeholder relations
- Leadership
- Technical knowledge in the area (e.g. forest management, energy, housing, health care)

Qualification:

- A degree in Public Policy may be required.

Stakeholder Engagement/ Stakeholder Relations/ Engagement Strategist/ Engagement Facilitator (Aboriginal Relations fit within this broader category)

Generic job description:

- Identify, build and maintain trusting strategic business relationships with external stakeholders.
- Liaise with stakeholders to extract input on the company's initiatives and encourage stakeholder acceptance and support.
- Gather, analyze and report on merging stakeholder issues, recommending alternatives to solve problems.
- Develop communication materials.
- Attend stakeholder functions and other public affairs as the company's ambassador.
- Liaise with internal stakeholders to ensure a common understanding of current issues, activities and key messages.
- Maintain an understanding of federal, provincial and municipal political affairs.
- Support in the development of public consultation strategies. In the case of Aboriginal Relations, support in the process of aboriginal consultation.

Skills:

- Stakeholder relations
- Communication (written and oral)
- Interpersonal
- Facilitation
- Leadership
- Problem solving
- Time management
- Flexibility/ adaptability
- Cultural sensitivity

Qualification:

- A certification in stakeholder engagement may be required (e.g. IAP2, IABC, CPRS memberships).

Human Resources Advisor/Employee Relations Advisor

Generic job description:

- Assist with talent and performance management, employee relations, training and development.
- Respond and assist employees with inquiries related to pay, benefits, vacation, disability claims, medical and personal leave.
- Liaise with payroll on new hire, promotion, termination and other team member changes.
- Coordinate recruitment and new hire onboarding process.
- Demonstrate understanding of health, safety and environment policies and regulations, and ensure training of employees on this matter.
- Maintain employee files.

Skills:

- Communication (written and oral)
- Interpersonal
- Leadership
- Facilitation
- Administrative
- Organizational
- Time management and prioritization

Qualification:

- A degree in Human Resources or related field may be required.

Immigration Consultant

Generic job description:

- Knowledge of various types of non-immigrant and immigrant visa petitions and applications.
- Knowledge of immigration legislation, regulations and policy.
- Provide clients with informed advice that reflects best practices and compliance.
- Conduct regular review of accounts and maintain strong working relationships with clients.
- Analyze documents and prepare immigration applications for filing with the appropriate agency, which may include drafting petitions, applications and support letters.
- Manage case files and ensure complete and accurate application, with timely submission of documents.

Skills:

- Communication (written and oral)
- Interpersonal
- Research
- Organizational
- Problem solving
- Time management and prioritization
- Knowledge of immigration law, regulations and policy

Qualification:

- Usually no certificate, diploma or training is required. Experience with immigration law and polices may be required.

Project Manager

Generic job description:

- Manage project communications, issues and changes.
- Monitor, assess and report project progress.
- Assist with procurement activities.
- Make site inspections to ensure compliance with project design and schedule.
- Provide support to internal staff and customers.

Skills:

- Communication (written and oral)
- Interpersonal
- Leadership
- Negotiation
- Administrative
- Organizational
- Time management and prioritization
- Computer proficiency
- Technical knowledge in the field of the project (e.g. oil and gas, software implementation)

Qualification

- Depending on the field of the project, an Engineering degree may be required. A Project Management Professional (PMP) designation and other certifications may be required.

Social Worker/ Outreach Worker/ Community Support Worker

Generic job description:

- Engage with, help and encourage disadvantaged members of the community.
- Act as liaison between community members and organizations, helping clients get access to care and services they need.
- Connect with client, research background material and seek the input of other professionals and family members to help develop intervention and support plans.
- Conduct interviews and arrange meetings.
- Perform some clerical and administrative tasks.

Skills:

- Communication
- Interpersonal
- Active listening
- Intervention/ mediation/ facilitation
- Stakeholder relations
- Problem solving
- Administrative
- Time management and prioritization
- Computer proficiency (databases and reports)
- Knowledge in the field of the project (e.g. mental health, housing, indigenous)

Qualification:

- A degree in Social Work and valid driver's license may be required.

Sales Representative

Generic job description:

- Merchandise and sell products or services.
- Contact existing and prospective customers to maintain and increase customer base.
- Understand customers' needs through active listening.
- Develop and execute a plan to address customer's needs.
- Negotiate process and other terms of sale.
- Place orders and follow up.
- Seek feedback, investigate and report complaints from customers.
- Monitor and report on competitive activity.
- Attend sales meetings and training.
- Attend networking and client events.

Skills:

- Communication
- Interpersonal
- Active listening
- Problem solving
- Negotiation
- Administrative
- Time management and prioritization
- Computer proficiency
- Knowledge about the product or service being sold

Qualification:

- Depending on the product or service being sold, a degree or experience may be required (e.g. horticulture products). A valid driver's license and personal vehicle may be required.

Legal Research (in a Legal Research Centre)

Generic job description:

- Undertake legal research and write on topics related to the research centre.
- Provide support with program development, grant applications and reporting, and fundraising.
- Participate in law reform initiatives.
- Create and deliver legal education materials.
- Plan and deliver public legal education presentations and workshops.

Skills:

- Communication (oral and written)
- Research
- Analytical
- Public speaking (depending on the research centre, e.g. Alberta Civil Liberties Research Centre)
- Stakeholder engagement (depending on the research centre, e.g. Environmental Law Centre)
- Knowledge in the area of research (e.g. human rights, environmental law)

Qualification:

- Usually a law degree is required. However, a membership with the Law Society (accreditation to practice law) is rarely required.

Legal Assistant/ Paralegal/ Law Clerk/ Legal Secretary (job title and description varies)

Generic job description:

- Assist lawyers in preparing contracts, agreements, correspondence and court documents.
- Communicate with clients, opposing counsel and court clerks.
- Open, manage and maintain files.
- Arrange meetings and manage calendar for lawyers.
- Provide billing and invoicing support.

Skills:

- Administrative and organizational
- Communication (written and verbal)
- Interpersonal
- Attention to detail
- Multitasking
- Flexibility and adaptability
- Time management and prioritization
- Minimal supervision
- Knowledge of legal procedure and substantive law

Qualification:

- Usually requires a Legal Assistant Diploma. Examples: SAIT and Bow Valley College (2 years full time, tuition \$4,000+/year).
- Depending on the area, further training may be required. Examples: CORE (corporate registry) and SEDI/SEDAR (securities).
- Proficiency in Microsoft Word, Outlook, Excel, PowerPoint and other software programs are usually required.