



The ***Nuclear Waste Management Organization*** is responsible for the safe, long-term management of used nuclear fuel in Canada. The approach it is implementing, known as Adaptive Phased Management (APM), involves developing a centralized underground repository, supported by a robust social and technical research program in collaboration with Canadian universities, consultants and international waste management organizations.

Join our growing team of scientists, engineers and other professionals to work collaboratively with Canadians in implementing our management approach in a manner that safeguards people and respects the environment, now and in the future.

### **Pre-Articling Opportunity** (One position available)

We are currently seeking a pre-articling student to join our Legal department at our Toronto office located at 22 St. Clair Ave. East, 6<sup>th</sup> Floor, Toronto.

#### **Responsibilities:**

Reporting to our Legal Counsel, you will support the Legal Department by completing the substantive and administrative projects, as assigned.

- Support the in-house lawyers in preparing and reviewing contracts and confidential matters such as larger projects and many complex matters some of which include impact assessment, land access, multi-year funding agreements and partnership agreements, along with reviewing larger contracts and drafting terms and conditions.
- Participate in confidential strategic discussions.
- Conduct legal research and risk assessments.
- Legal Research: Conduct legal research and draft memoranda on, among other things, a broad range of government, regulatory and compliance matters, corporate, real estate, environment and Indigenous legal relations.
- Contracts: Review proposals and draft contracts, such as funding agreements, with Municipal and Indigenous communities that are in line with NWMO's business objectives.
- Legislation and case law: Research and advice on federal and provincial legislative and regulatory frameworks along with case law that could impact the NWMO by providing key updates to the legal team and internal clients.
- Legal Records and File Management: Manage the implementation of legal records into NWMO's records management system. Attend all department meetings and assist in managing the active file list and folders.
- Perform other duties as required; such as drafting presentations, collaborating with the legal team to address complex matters through determining strategic approaches and identifying risk and effective solutions to internal client tasks.

### **Qualifications & Experience:**

The applicant must be eligible to work in Canada and must be able to meet security clearance requirements.

- A law student who has completed their first year of Law School towards a LL.B. or J.D. degree.
- Proficient with applications (i.e. MS Word, MS Excel, MS PowerPoint).
- Excellent written and verbal communication skills and the ability to draft effective communications (emails, letters, memos and instructions) with exceptional grammar and proof-reading skills,
- Effective problem solving skills.
- Attentive to detail, organized and resourceful with ability to prioritize and multi-task.
- Ability to work in a dynamic and fast paced environment.
- A quick learner, ability to work independently with minimal supervision.
- Exceptional time management skills and ability to prioritize.
- Critical thinking, analysis, research and writing skills are essential.
- Seeking a candidate that has a keen interest in Indigenous relations, environment and corporate law to honour our reconciliation policy.

The applicant must be eligible to work in Canada and must be able to meet security clearance requirements.

### **Employment period:**

May 4, 2020 – August 31, 2020

The NWMO is committed to contribute to [reconciliation](#) in all its work by co-creating a shared future built on rights, equity and well-being. As an employment equity employer NWMO actively seeks Indigenous peoples, visible minorities, women, people with disabilities, and additional diverse identities for our workforce. The NWMO will provide accommodation to applicants with disabilities. If you require accommodation, please **Contact Us**.

Please submit your application including your resume and cover letter **by February 20, 2020** via e-mail quoting **Pre-Articling Opportunity** to: [Employment@nwmo.ca](mailto:Employment@nwmo.ca)