



LAW COMMISSION OF ONTARIO  
COMMISSION DU DROIT DE L'ONTARIO

### **EXECUTIVE OFFICER POSITION**

The Law Commission of Ontario (LCO) seeks a full-time Executive Officer for a one-year contract.

The Law Commission of Ontario (LCO) is Ontario's leading law reform agency. The LCO provides independent, balanced, and authoritative advice and recommendations on some of Ontario's most complex and far-reaching legal policy issues. Through this work, the LCO promotes access to justice, evidence-based law reform and public debate. The LCO is located at Osgoode Hall Law School, at York University in Toronto.

For more about the LCO and its mission to advance law reform in Ontario, visit [www.lco-cdo.org](http://www.lco-cdo.org).

Reporting to the Executive Director (ED), the Executive Officer is responsible for the day-to-day running of the LCO and oversees its financial, human resource, logistical, and administrative functions. The Executive Officer is an important contact between the LCO and funders, Board of Governors, Osgoode Hall Law School, and York University. The Executive Officer is also Secretary to the LCO Board of Governors.

The successful candidate will ideally have a university/college degree with at least 3 years of experience in a legal, non-profit, academic, or executive administrative setting. Candidates with experience managing budgets, managing human resources, organizing events, and communications are preferred. The capacity to function fully in English and French would be an asset.

The LCO invites all interested individuals to apply and encourages applications from people with disabilities; Indigenous, Black, and racialized individuals; as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

The salary range for this position is \$80,000 – \$90,000, based on the candidate's skills and experience. The LCO offers competitive benefits, hybrid/flexible work arrangements, paid sick/personal leave, and annual vacation entitlements.

Interested candidates are asked to submit their resume and the names and contact information of two references **by 5:00 pm, Friday, August 19, 2022**. Applications should be submitted in a **single pdf document** to the attention of Nye Thomas, Executive Director, Law Commission of Ontario, at [LawCommission@lco-cdo.org](mailto:LawCommission@lco-cdo.org).

For further information, please email the above address or call (416) 402-7267.

*We thank all applicants for their interest. Applicants may be contacted for interviews on a rolling basis. Early applications are highly encouraged.*