

Boulby Weinberg LLP is a boutique family law firm in Toronto. As recognized leaders in family law, our team-oriented and collegial environment is dedicated to providing the highest level of client service.

We are currently seeking to add a full-time Associate with one to three years of experience, ideally in family law, but not an essential requirement. The ideal candidate will have strong analytical skills, **strong writing skills** and is passionate about the practice of Family Law.

Responsibilities

- Provide effective, timely and user-friendly advice and support to clients and other team members;
- Review, draft, and negotiate a broad range of legal documents, including domestic contracts, pleadings, facta and legal opinions;
- Identify and analyze a variety of legal issues and have the ability to distill large volumes of information into focused and simplified language to effectively advocate on behalf of your client;
- Conduct legal research and analysis and provide legal advice and direction based on your findings;
- Responsive to client communications;
- Attend mediations, arbitrations, and Court hearings and effectively advocate on behalf of your clients; and
- Draft legal education materials on new legislation, family law, and its impact on specific demographic groups.

Qualifications

- LL.B. or Juris Doctor qualified to practice in Ontario and a member of the Law Society in good standing;
- A minimum of 1 year experience in law
- Exceptional communication skills (**written**, verbal, public speaking, and interpersonal);
- Strong interpersonal skills;
- Strong litigation skills and drafting skills;
- A strong ability to prioritize competing demands and the ability to work under pressure;
- Proficient in DivorceMate, DocuSign, Adobe, Zoom and Office 365;
- Excellent customer service skills; and
- Organized, with excellent file management skills.

Candidates should possess high academic credentials as well as a passion for family law.

If you think you are the right fit for this opportunity, please send your CV in confidence to Sarah Boulby sboulby@boulbyweinberg.com