

Canadian Environmental Law Association
Request for Reclassification of Staff Position



CANADIAN ENVIRONMENTAL
LAW ASSOCIATION
L'Association Canadienne Du Droit
De L'Environnement
401-517 College St.
Toronto, On., M6G 4A2

Submitted to: Legal Aid Ontario
March 3, 2000

Clinic Staffing - LAO-Funded Positions

		Call/start	Current Class	Request For Change In Class *
Canadian Environmental Law Association				
Lindgren, Richard	LAW	88		_____
Muldoon, Paul	ED	84		_____
Nadarajah, Ramani	LAW	89		_____
McClenaghan, Theresa	LAW	85		_____
Miller, Sarah	CLW	78		_____
Cooper, Kathy	CLW	87		_____
McShane, Lisa	SUP	97	OM1A	<u>CLW1998</u>
Bruckman, Elizabeth	AS	99		_____
Fleishman, Sharon	SUP	82	OM1E	_____
Kaye, Bernice	SUP	94	SEC5A	_____

Clinic staffing and allocation is based on information provided by the clinic.

* Please attach a letter from the Board of Directors outlining the clinic's request.

Proposed Job Reclassification Submitted by the Canadian Environmental Law
Association (CELA)

Proposed Job Reclassification

From: OM1A (1999 Year of Hire) Funding \$36,000 [1999-2000 Funding Adjustment
Grid]

To: CLW (1988 Year of Hire) Funding \$48,000 [1999-2000 Funding Adjustment
Grid]

Rationale

There are two aspects for this proposal for job reclassification. First, it is being proposed that the OMIA (1999 Year of Hire) be reclassified to a CLW position. This shared position has been funded since 1985 by OLAP as a support staff position. However, in the 1999-2000 grid it was given the OMIA designation. CELA already has one Office Manager position held for many years by Sharon Fleishman. Second, it is being proposed that the CLW position be slotted at a 1988 year of hire. The rationale for both of these proposed changes is outlined below.

Background

In 1985, the CELA Board of Director's determined a need to redesignate a staff position to serve the growing information demands from the staff and public. A shared 3/5 newsletter editor and 2/5 librarian position was created by eliminating one of three support positions. At that time, the Board determined that the third support staff was not needed because of technological change, CELA staff were doing more of their own work. At this time, it was apparent that CELA's growing unique library collection was in need of organization and continued maintenance in order to make it accessible. OLAP had also reconized the importance of the library as a resource by increasing the allocation budget over the standard allocation. As well, CELA's newsletter fast became the clinic's main tool to reach its community province-wide. Clearly, professional staff were needed to carry out these complex jobs.

Since that time, the Board has repeatedly asked OLAP to have the position reclassified to a CLW position with no success. Those proposals were not responded to on a year by year basis. The positions are currently being held by two professionals and are clearly mis-classified and seriously under funded within the system. This was certainly borne out by the pay equity proxy comparison process for both positions. Pay equity ranked these positions on par with CLW positions. The objective of this proposal is to ensure that the job roles and responsibilities match in some broad fashion the job classification. Clearly, the job descriptions held at the present time are far more analogous to a CLW than an office manager. Moreover, in light of the long efforts by CELA to have this job

description reclassified and the experience and credentials of the persons holding these positions, the CLW position should be positioned at a 1987 year of call.

Current Positions

Since 1985, these two positions have evolved.

The Librarian

The librarian, although 2/5 funded by Legal Aid, is now a full time position owing to funding from outside sources. The librarian has extensive responsibilities as outlined in the attached job description. These include full managerial responsibility for the planning and development of the library (catalogues, acquisitions, coordinating volunteer staff), dealing with information requests from staff, the public (including lawyers, students and clients) and providing liaison with other similar institutions. Within three months, the CELA library catalogue will be on-line providing information Province-wide. The librarian has fundraised, designed and implemented this innovation which will greatly enhance CELA services. The library also has an extensive new web site. Its too was made possible by fundraising, design and implementation by the librarian. It includes many components such as linkages to other sources of information, bibliographies on issues of importance and information on clinic resources. Over this time information demands have grown as other environmental groups and governments have closed their libraries. Some of these collections were given to CELA so they remain in the public domain.

A librarian pay scale, according to our information, is in the range from approximately \$48,000 to 65,000 depending on the education and experience of the librarian. We have attached recent information on Librarian salaries from the Canadian Association of Law Libraries for use in your evaluation.

In the execution of the duties of this position, there is a close working relationship with clinic lawyers in terms of responding to information requests, undertaking research for lawyers and other CLWs and generally providing assistance to legal staff when required.

This position was originally held for twelve years by Mary Vise, a professional Librarian with many years of experience. In 1997, Lisa McShane, who has similar professional experience, was hired by CELA when Mary retired. She has extensive senior experience, impeccable credentials and is well respected in the field. Her resume is attached. Lisa has two Masters degrees from the University of Toronto, a Masters Degree in Library Science and a Masters of Arts. She has extensive knowledge and experience in information technology. Apart from CELA, she has worked as an assistant systems administrator with the Canadian AIDS Treatment Information Exchange (CATIE) and a librarian with the Ontario Arts Council, North York Public Library and the Ontario Ministry of the Environment.

Newsletter Editor

In 1997, the Newsletter position was upgraded to a position now called Director of Communications. The job description is attached. Apart from editing and publishing the newsletter, the position is also responsible for media relations for the clinic and the oversight of CELA's database. David works closely with CELA legal staff on the content of the clinic's newsletters and media releases.

The position is held by David McLaren, a communications professional, who was hired by CELA in 1997. He has held various communications posts and is extremely well placed to undertake the tasks at CELA.

David has an Honours B.A. from Queen's and York University and has undertaken graduate work at the University of Toronto. Apart from CELA, he is also the part time communications coordinator with the Chippewas of Nawash First Nations. Prior to that time, he held positions with Media Three Communications and Productions, Inc. and the Alliance of Canadian Cinema, Television and Radio Artists (ACTRA).

In addition to working at CELA, David is also the communications coordinator with Chippewas of Nawash. He also has extensive experience working with other First Nations. In his work with First Nations, he has worked with community groups to bring identify and resolve common problems. For example, he is now leading an effort in the Bruce-Grey area to work with the local justice system (police, Crown Attorney, court workers) together with the key people in the Nawash community to devise a system that will better serve the large Native population in the area.

While at CELA, David has tracked court cases, worked closely with legal staff to communicate the implications of court decisions and policy proposals to the public. He has attempted relay these implications by way of newsletters, the internet and public presentations.

Librarian Position

JOB DESCRIPTION - CELA LIBRARIAN

Position Title: Librarian

Job Summary: Responsible for the planning and development of the library and its services, carrying out public education on environmental policy issues through outreach and the preparation of education tools in print and through the Internet, providing library services to staff and the public.

Qualifications required for the position:

- M.L.S. (Master of Library Science) degree
- a minimum of 3 years experience in a special library, with an academic background or work experience related to environmental or law issues
- familiarity with Inmagic or similar library software, and a high degree of computer literacy including the ability to evaluate current developments in information technology and plan for their appropriate use in a non-profit library
- experience with fundraising and writing grant proposals

Responsibilities:

Planning and development of the library and its services, in conjunction with the Resource Library Board of Directors

- Planning, both short and long term, in conjunction with the Board of Directors
- Administration, budgetary control of library funds
- Selection, training and supervision of library project staff and of volunteers
- Fundraising, including research and preparation of proposals, ongoing evaluation, and reporting to funders
- Administration of the library charitable corporation including preparation of agendas and reports for Board meetings, audit preparation, and donor relations

Resource Centre management, including the provision of library services to staff and the public and community outreach

- Providing reference services to staff and the public
- Responding to information requests in person as well as through the telephone, e-mail and mail
- Conducting outreach campaigns to promote resource centre use among the environmental community, students, and the general public
- Providing Ontario-wide public environmental education through the design, development, and ongoing updating of the library web site
- Providing current awareness services to staff and the public through informing them of new acquisitions and journals and through the preparation of a library bulletin
- Providing ongoing Resource Centre collection development and management, acquisitions, and cataloguing of the collection
- Design, modification, and maintenance of the library Inmagic DB/TextWorks software
- Administration of CELA case and administrative archives

Human relations skills:

Oral communications skills to determine exact information needed by library users with diverse backgrounds and needs (students, citizens, experienced lawyers and professionals)

Written communication skills needed for reports, educational materials, web site content, and grant proposals

Supervisory skills for effective work with project staff and volunteers

Physical and mental effort requirements:**Physical effort:**

Physical demands are moderate, but include physical relocation of library materials and computer equipment; visual concentration required for computer work

Mental effort:

Mental demands reflect need for continued concentration and analysis of incoming information and documentation to judge its relevance to present and future environmental work and issues; significant mental effort required while cataloguing documents to provide detailed topical access when needed, for web site authoring and design, and while preparing fundraising proposals.

Working conditions:

Working conditions are reasonable. Work is performed in a noisy, busy office with occasional stress from juggling several demands at once.

EMPLOYMENT EXPERIENCE

- June 1997- present **Librarian, Canadian Environmental Law Association**
- I. Managing the library and providing library services to staff and the public:
- Providing reference services, including research assistance and the preparation of bibliographies
 - Providing public education information related to environmental law and policy through the design and development of a library web site (www.ecolawinfo.org)
 - Conducting a public environmental education outreach campaign aimed at schools, community organizations and public libraries
 - Providing in-depth bibliographic and Internet research for law reform projects
 - Preparation of a monthly Library Bulletin
 - Providing collection development, current awareness, cataloguing, library database design and management
- II. Planning and development of the library and its services including:
- Administration, budget preparation and control
 - Selection, training, and supervision of library project staff and volunteers
 - Fundraising, including research, proposal preparation, and reporting
 - Administration of the library charitable corporation
- May 1996-June 1997 **Assistant Systems Administrator, Canadian AIDS Treatment Information Exchange (CATIE)**
- Providing end user support and computer training for 26 staff
 - Web site construction and updating for CATIE (www.catie.ca) using HTML editors and Lotus Notes
 - Database development using Paradox
- 1991-1996 **Librarian, Ontario Arts Council**
- Established and managed the resource centre at the Ontario Arts Council
 - Provided reference, research, current awareness, cataloguing, and online searching services
 - Designed and implemented an Internet training program for staff
 - Supervised acquisitions and clerical work of research secretary and clippings assistant

- 1990-1991 **Reference Librarian, Fairview Branch, North York Public Library**
- Provided reference service for a large public library
 - Managed collection development and services for the philosophy, psychology, religion, French language, and map collections
 - Supervised several support staff assigned to these areas
- 1989-1991 **Librarian, Legal Services Branch, Ontario Ministry of the Environment**
- Provided reference services, collection development and cataloguing, established policies and procedures
 - Introduced and implemented use of an automated library software program
- 1987-1989 **Cataloguer, Canadian Music Centre**
- Retrospective cataloguing in English and French of a large collection of scores by Canadian composers
 - Construction of a customized searchable database of the scores (www.culturenet.ca/cmc)

RELEVANT SKILLS

Information technology:

Experience with Inmagic DB/TextWorks, Edibase, and Dynix library software; Windows and Macintosh-based platforms, WordPerfect Office, MS Office; Front Page, Page Mill, and Hot Metal web authoring software, Lotus Notes and Domino, some Photoshop and PageMaker, database design using Paradox and Access, 5 years of Internet-based research and user training; online searching on Quicklaw, Dobis / Amicus, Dialog, Infomart, and Infoglobe; CD-ROM user assistance, and Novell network administration

Subject specialization:

Environment, law, arts, political science, economics. Reading knowledge of French

EDUCATION

- 1986 Master of Library Science (M.L.S.)
University of Toronto
- 1985 Master of Arts, Political Science (M.A.)
University of Toronto

1982 Bachelor of Arts, Political Science and Economics (B.A.)
University of British Columbia

1977-79 First two years of a Bachelor of Science in Biology
University of Toronto and University of British Columbia

Graduated with first class standing in all three degrees

SELECTED PROFESSIONAL DEVELOPMENT ACTIVITIES

1998-present Member of the Board of Directors, Earth Appeal (a collaborative
environmental workplace fundraising organization)

1998-1999 Ontario College of Art and Design: credit courses in mixed media
and 3D design

1995-1998 Volunteer at the Design Exchange

1997-1999 University of Toronto: continuing education courses on integrating
electronic and other reference services, web site design, Internet
research

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1998 Salary and Benefits

Last Updated: 1999.02.20

Edited by Lindy Stephens

The 1998 CALL/ACBD Salary and Benefits survey was tabulated and analyzed by the Dalhousie University Statistical Consulting Service. The survey was sent to 330 members and 202 or 61% of the surveys were returned. This percentage is consistent with previous surveys.

As well, results were consistent with previous surveys. Type of library, job position, education, and experience were statistically significant factors affecting salaries.

Again, those working in academic libraries make significantly more money than those working in other library settings (\$60,800, on average, as compared to \$44,600, \$49,800, and \$48,200 for courthouse/law society, government and private/corporate respectively). A librarian who supervises professionals averages \$61,400 while a librarian who has no administrative responsibilities averages \$48,500. While a librarian with a MLS/BLS and a law degree averages less than in previous surveys (\$58,200), he/she still averages more than a librarian with a MLS/BLS (\$52,800). As the number of years of experience in law libraries increases, so does the average salary (\$41,000 for 1 - 5 years, \$52,300 for 11 - 15 years and \$60,600 for 21 - 25 years).

Geographic region again proved to be less of a statistically significant factor. The lowest average salary is in the Atlantic Provinces (\$45,600), while the highest average salary is in Quebec (\$53,700).

More members did receive a salary increase this past year, 75% as compared to 62% in 1996. Those receiving an increase of 1%-5% made up 64% of the respondents, so only 11% received salary increases of 6% or more.

Gender

This is fourth survey in which men's and women's salaries were compared and, as has been the trend in the past surveys, males make significantly more than females (\$61,100 and \$47,800 respectively). In the categories in which there were enough respondents, whether by type of library, experience, geographic region, and so on, males' salaries are higher in every instance.

Following are the tables representing comparisons by gender. More males (28) and more females (166) responded to the survey this year. Where there were fewer than 6 respondents, it was not possible to present the data and still maintain confidentiality.

Please note relevant information highlighted ~~in red~~.

SALARY BY GENDER

Gender	Number	Average Salary
Female	166	\$47,800
Male	28	\$61,100

SALARY BY TYPE OF LIBRARY BY GENDER

Library	Gender	Number	Average Salary
Academic	Female	17	\$56,300
	Male	15	\$66,200
Private	Female	91	\$47,400
	Male	9	\$56,900

SALARY BY REGION BY GENDER

Region	Gender	Number	Average Salary
Ontario	Female	82	\$48,600
	Male	15	\$59,800
Quebec	Female	13	\$48,700
	Male	7	\$61,100

SALARY BY JOB POSITION BY GENDER

Position	Gender	Number	Average Salary
Manager (supervise professionals)	Female	41	\$59,700
	Male	15	\$66,800
Librarian	Female	13	\$46,700
	Male	6	\$52,500

SALARY BY EDUCATION BY GENDER

Education	Gender	Number	Average Salary
MLS/BLS	Female	96	\$52,000
	Male	11	\$58,400
MLS/BLS and Law Degree	Female	9	\$48,600
	Male	12	\$65,400

SALARY BY YEARS WORKED IN LAW LIBRARIES BY GENDER

Experience	Gender	Number	Average Salary
11 - 15 years	Female	34	\$50,600
	Male	7	\$57,500

SALARY BY YEARS WORKED IN ALL LIBRARIES BY GENDER

Experience	Gender	Number	Average Salary
26 or more	Female	14	\$58,600
	Male	6	\$68,300

Factors Affecting Salaries

The following tables tabulate the average salary by factors influencing salaries. Where relevant, some tables include the average salaries in the lower 10% and the upper 90% of respondents. SE (Standard Error) indicates a possibility of the "average" being wrong by plus or minus the amount. Note that where the SE is large it may be an indication that there were very few respondents in that category.

SALARY BY TYPE OF LIBRARY

Library	10%	Average	90%	SE
Academic	\$47,500	\$60,800	\$72,500	2,070
Courthouse/Law Society	\$22,500	\$44,600	\$72,500	2,750
Government	\$32,500	\$49,800	\$62,500	2,210
Private/Corporate	\$32,500	\$48,200	\$62,500	1,220

SALARY BY GEOGRAPHIC REGION

Region	Average	SE
B.C./Yukon	\$52,500	2,530
Alberta/N.W.T.	\$45,900	1,910
Sask./Man.	\$49,000	5,430
Ontario	\$50,200	1,510
Quebec	\$53,700	2,840
Atlantic	\$45,600	3,410

SALARY BY JOB POSITION

Position	10%	Average	90%	SE
Manager (supervise professionals)	\$47,500	\$61,400	\$72,500	1,290
Manager (do not supervise professionals)	\$37,500	\$46,500	\$57,500	1,880
Assistant Librarian	\$37,500	\$50,000	\$67,500	2,100
Librarian	\$32,500	\$48,500	\$62,500	2,530
Librarian in a one or two person library	\$17,500	\$42,000	\$57,500	2,170
Library Technician or Assistant	\$27,500	\$33,300	\$37,500	1,370

SALARY BY EDUCATION*

Education	Average	SE
MLS/BLS	\$52,800	1,150
MLS/BLS and Law Degree	\$58,200	2,950
Lib. Tech. Diploma	\$36,200	2,410
LTD/University Degree	\$47,700	2,560
University Degree	\$34,600	1,840
Other	\$41,100	5,140
*three categories were omitted because there were so few respondents		

SALARY BY YEARS OF EXPERIENCE (LAW LIBRARIES)*

Experience	Average	SE
1 - 5 years	\$41,000	1,590
6 - 10 years	\$43,100	1,850
11 - 15 years	\$52,300	1,870
16 - 20 years	\$54,100	2,070
21 - 25 years	\$60,600	2,190
26 or more years	\$69,400	2,490
*one category was omitted because there were so few respondents		

SALARY BY YEARS OF EXPERIENCE (ALL LIBRARIES)*

Experience	Average	SE
1 - 5 years	\$38,800	1,810
6 - 10 years	\$43,500	2,200
11 - 15 years	\$47,500	2,510
16 - 20 years	\$52,000	1,760
21 - 25 years	\$55,600	1,810
26 or more years	\$61,300	2,710
*one category was omitted because there were so few respondents		

The next table lists average salary by type of library within specific geographic regions. Where the number of respondents in any SIG was too few (fewer than 6) to ensure confidentiality, the information was not included. However, the "average" is given for all types of libraries, including the SIGs not listed.

**SALARY BY TYPE OF LIBRARY
WITHIN SPECIFIC GEOGRAPHIC
REGION**

Region	Library	Average	SE
B.C./Yukon	Private	\$50,700	3,080
	All(23)	\$52,500	2,530
Alberta/N.W.T.	Government	\$44,200	3,330
	Private	\$46,600	2,970
	All(29)	\$45,900	1,910
Sask./Man.	All(10)	\$49,000	5,430
Ontario	Academic	\$66,600	2,680
	Courthouse	\$44,600	4,100
	Government	\$49,800	2,380
	Private	\$49,400	1,750
	All(101)	\$50,200	1,510
Quebec	Academic	\$57,500	5,770
	Private	\$50,400	3,230
	All(21)	\$53,700	2,840
Atlantic	Private	\$37,500	5,320
	All(16)	\$45,600	3,410

Responses

Responses to the survey questions follow. "NUMBER" means number of people who responded to a question; "PERCENT" is percent of the response to a question. Not all people answered all questions.

Q.1 Gender

	Number	Percent
Female	167	85.6%
Male	28	14.4%
TOTAL	195	100.0%

Director of Communication Position

**JOB DESCRIPTION - COMMUNICATIONS COORDINATOR
CANADIAN ENVIRONMENTAL LAW ASSOCIATION
(THREE DAYS PER WEEK)**

SUMMARY

The Communication Coordinator is responsible for all aspects in CELA's newsletters, the Intervenor, including soliciting articles, design and format, and distribution. The Coordinator is also responsible for managing CELA's electronic data base in terms of updating its contents and training staff on its use. Further, the Coordinator is to develop and oversee a media strategy for the organization.

MINIMUM HIRING REQUIREMENTS

Experience with journalism and communications work with writing, editing, desktop experience, understanding of legal and environmental issues.

Knowledge of database and communication software is also required.

DUTIES AND RESPONSIBILITIES

The overall duties of the Communication Coordinator is to assist the organization in its relations with the its membership, the public and the media. The three primary components of this job description include: coordinating the production and distribution of the newsletter, managing the database and developing a media strategy.

1. Newsletter Coordinator

The Communication Coordinator is responsible for all aspects soliciting articles, lay-out and design and distribution of CELA's newsletter, the Intervenor four times per year. More particularly,

1.1 News Letter Content

- * Setting deadlines and editorial criteria for contributors.
- * Solicit articles from staff and outside experts. This involves reading current journals, daily newspapers and incoming mail to obtain ideas and sources and to fact check for newsletter coverage.
- * Write articles and copy for regular features. Attend Clinic and Board meetings as well as occasional conferences.

- * Maintain files of topics for future stories, contact other journalists about research and sources.
- * Contact publishers to obtain review copies of books, journals and exchange subscriptions.

1.2 Production and Distribution

- * Design and layout, liaison with printer and distribution (folding, stapling postage application) of Clinic newsletter.
- * Responsible for improvements in design, layout and computer applications as they apply to the newsletter.
- * Distribution to members and others audiences

1.3 Membership Records

- * Maintain all aspects of Clinic membership issuing renewal notices and receipts and prospecting for new members.
- * Undertake banking of fees.

1.4 Outreach

- * Responsible for promotion and expansion of membership for Clinic newsletter so that it is self sustaining. Utilize exchange ads, direct mail and conference and classroom distribution.

2. Data Base Manager

The Communication Coordinator is responsible for managing CELA's computer data base, including the following tasks:

- * Updating records from notes, emails, returned mail and phone call.
- * Maintaining mailing lists.
- * Answering inquiries about membership, subscription status, mailings, exchanges, and the like.
- * Running reports (membership lists, subscribers lists, media lists, caucus lists, etc.).
- * Training staff on the use of the data base; and
- * The data base related tasks outlined in section 1.3 of this Job Description.

3. Media Coordinator

The Communications Coordinator is responsible for a coordinated media strategy for CELA, including:

- * Developing protocols for design and format of media releases, notices and

other related outreach tools.

- * Establishing and maintaining broadcast faxing and e-mail programs.
- * Training staff on use of broadcast fax ware.
- * Soliciting op ed articles for media.
- * Liaison with editors and media producers to familiarize them to CELA and its work.
- * Developing and maintaining a media package
- * Developing and maintaining a email lists of member for Action Alerts and bulletins between Intervenors.

4. Liaison with Web-Site Manager

Liaison will be made with the CELA's Web-site manager to ensure that there is coordination of activities and information between the various communication tools of the organization.

5. General Office

Occasional administrative backup in answering phones, summary advice or referrals, photocopying, faxing, printing, design/ graphics, layouts.

HUMAN RELATION SKILLS

ORAL COMMUNICATION SKILLS

Communicate with a broad range of people including Clinic staff, Board members and outside experts, community activists to generate newsletter stories. Research and organizational skills are required as well as broad understanding of environmental law and policy issues.

WRITTEN AND VISUAL COMMUNICATION SKILLS

Must be well developed to generate, write and edit copy. Expertise in word processing, desktop publishing and computer design and layout.

PHYSICAL AND MENTAL EFFORT REQUIRED

Limited physical demands- prolong sitting at desk or computer, requires visual concentration. Mental concentration needed to generate, write and edit copy. Also good organizational skills for research and membership, financial and distribution records. Discipline and planning are needed to keep newsletter production on schedule.

WORKING CONDITIONS

Open plan working environment shared with four other staff in heavy traffic area makes concentration challenging.

RESUME FOR J. DAVID McLAREN

RR 5 Warton, Ontario, N0H 2T0

519-534-4107 (phone & fax)

d.mclaren@bmts.com

EMPLOYMENT

Communications Coordinator, Canadian Environmental Law Association (currently 3 days a week)

- ▶ Enhancing CELA's relationships and profile with the media.
- ▶ Working, with staff on an integrated communications strategy.
- ▶ Responsible for re-designing, producing and increasing the circulation of the *Intervenor*.
- ▶ Conducting, when time allows, campaigns to inform the media of CELA law reform initiatives.
- ▶ Assumed the lead in the construction of CELA's first data base and continue to maintain CELA membership, newsletter subscribers and media contacts.
- ▶ Designing a family of informational and promotional materials for CELA.
- ▶ Writing articles for wider circulation in the popular media and editing articles written by staff for publication.
- ▶ Using my experience and good connections with First Nations to assist CELA's legal staff in their work with aboriginal clients.
- ▶ Assisting CELA's legal staff in commenting on government proposals, particularly as they impact on natural resources and First Nations' constitutional rights.
- ▶ Assisting legal staff with client and law reform files (eg. FOI requests, policy research, expert opinion)

Communications Coordinator, Chippewas Nawash First Nation (1990 to present, currently 2 days a week)

- ▶ Writing numerous articles, letters and briefs on Native rights and Native/non-Native relations, always with approval of Chief or Council and sometimes on behalf of the Chief.
- ▶ Analysis of Government and NGO policy and position papers, and briefing notes for Chief and Council.
- ▶ Public presentations of legal and other information on First Nations' rights.
- ▶ Working with unions, churches, NGOs and local community groups to facilitate the identification and elimination of problems and mis-perceptions between Native and non-Native communities.
- ▶ Researching and writing policy papers on a variety of issues for Chief and Council.
- ▶ Conceived and supervised the writing, drawing and production of a polished, 90-page *Illustrated History of the Chippewas of Nawash*.
- ▶ Producing a wide range of materials (newsletters, videos, brochures, slide shows, pamphlets, flyers, and a new web-site at www.bmts.com/~dibaudjimoh) for public education of Nawash land claims and fishing rights.
- ▶ Planned, publicized and ran a successful Fisheries Conference (1995) that brought together experts in western, scientific "tech" and traditional Anishnaabe "TEK" (traditional environmental knowledge).
- ▶ Organizing and maintaining an extensive Network of supporters for Nawash (and other First Nations) including churches, unions, environmental groups, and concerned individuals.
- ▶ Developed strategies for dealing with difficult public education problems (*ie.* anti-racism, anti-Native rights lobby, and crisis events such as a roadblock, a burial grounds vigil and confrontations over fishing).
- ▶ Directed media campaigns that successfully supported legal, direct actions by the Bands.
- ▶ Attracted over \$500,000 worth of grants for various programs associated with rights and land claims issues.
- ▶ Drew up and administered the budget for a \$200,000 claims research and communications program.
- ▶ Writing and distributing *Dibaudjimoh*, a newsletter for Nawash. Articles often picked up by other media.

Senior Writer and Account Executive, Media Three Communications and Productions Inc.

- ▶ Basic design and final copy for a wide range of marketing, advertising and public relations materials, including brochures, ads, videos and press releases.
- ▶ Developed marketing and public relations strategies for organizations in both the private and public sectors.
- ▶ Administration of major accounts, including drafting marketing plans for major corporations.
- ▶ Presentations to senior corporate management.

Director of Communications, Alliance of Canadian Cinema, Television and Radio Artists (ACTRA)

- ▶ Re-designed, edited and published *ACTRAscope*, the membership's national newsletter.
- ▶ Administered the budget and programs of the Communications office and its publications.
- ▶ As member of senior management, developed and recommended policy to the Board of Directors.
- ▶ Wrote position papers and prepared briefing notes for ACTRA General Secretary.
- ▶ Developed press and public relations campaigns and materials to further the views of ACTRA and other arts organizations on a variety of issues including censorship (Bill C54, which we helped kill), and free trade.
- ▶ Conducted a major lobby of MPs using high profile ACTRA members (eg. Margaret Atwood) in a successful bid to mitigate government cutbacks in arts program budgets.

Freelance Writing

Concurrently. Detailed writing résumé is available on request.

Recognition of work:

- ▶ Author's Award for Magazine Public Affairs, with Lenore Keeshig-Tobias from the Foundation for the Advancement of Canadian Letters for "As Long As the Rivers Flow", in *This Magazine*, November, 1988.
- ▶ Honourable Mention for "The Queen Car" in City-TV's TORONTO TRILOGY Drama Competition, 1984.
- ▶ Ontario Arts Council Grant for "Redemption", Spring, 1983.
- ▶ National nominee for 1983 ACTRA award, Best Writer, Television Drama for "By Reason of Insanity".

ELECTED POSITIONS

Main-Gerrard Community Development

Treasurer, Board of Directors

- ▶ Responsible for operating budget of this \$4 million housing co-op.

ACTRA Writers Guild, Toronto Council

President and National Director

- ▶ Implemented policy of ACTRA and Toronto Council.
- ▶ Liaison with other arts organizations, public and government.
- ▶ Took the lead in two major campaigns: against Bill C54 (federal censorship legislation); and against the Free Trade Agreement (as charter member of Pro-Canada Network).

EDUCATION

- ▶ **University of Toronto:** Toward an MA in English, specializing in foundations of Western culture.
- ▶ **Queen's and York Universities:** Honours BA, Psychology and Sociology (thesis published)