



LEGAL HELP CENTRE

VOLUNTEER OPPORTUNITY – NCA LAW STUDENTS

APPLICATION DEADLINE: 12:00 P.M. CDT (NOON) ON AUGUST 7, 2026

[Legal Help Centre of Winnipeg, Inc.](#) (“LHC”) is a not-for-profit organization whose mission is to empower under-served individuals to navigate legal issues, offering guidance and connections to resources. LHC is creating volunteer opportunities for foreign-trained lawyers and other internationally trained law graduates who are completing the National Committee on Accreditation (“NCA”) process and are registered to take, or awaiting the results of, examinations or courses prescribed by the NCA. This pilot initiative aims to provide aspiring lawyers with valuable hands-on experience, exposure to the Manitoba legal profession, professional development training, and opportunities to build professional connections while supporting access to justice initiatives.

Position and Responsibilities:

- Up to 3 volunteer positions available
- Volunteers must be available one afternoon per week (either Mondays, Tuesdays, Wednesdays, or Thursdays) from 12:00 – 4:30 p.m. for the period from September 2026 to June 2027*

**NOTE: LHC recognizes that many NCA candidates work full-time. To accommodate these circumstances, additional volunteer opportunities may be available for suitable candidates at alternate times.*

- All duties involving the practice of law will be carried out only after the volunteer has been registered in the Law Society of Manitoba’s student register and under the supervision of a practising lawyer.

Duties include:

- Conducting client intake interviews during clinics (virtual and/or in-person).
- Providing legal information and/or advice to clients under the supervision of lawyers.
- Assisting clients in completing court and other legal documents and forms.
- Communicating on the client’s behalf to individuals or outside agencies.
- Attending court, where permitted, to observe proceedings, assist the supervising lawyer, attend the protection order list or participate in legal information outreach initiatives. Any appearance or communication on behalf of a client will occur only under lawyer supervision and with any required permission of the court.
- Referring the client to other legal services or agencies (systems navigation).
- Conducting legal research and drafting plain language legal information materials.
- Maintaining client files and records, including database entries through Clio, in accordance with LHC’s confidentiality, privacy, conflict and file management requirements.
- Performing other related duties appropriate to the volunteer’s role, training and experience under lawyer supervision, as assigned.

Eligibility

- Students must be registered to take or are awaiting results of examinations or courses prescribed by the NCA and have that status confirmed with the Law Society of Manitoba.
- Students must qualify for [Registration as a Law Student](#) through the Law Society of Manitoba and (after being accepted by LHC) successfully register as a Law Student pursuant to [Law Society Rules 5-16\(2\) and 5-16\(3\)](#)
- Students must have a solid knowledge of basic legal concepts and excellent written communication skills. Knowledge of Family Law, Immigration Law, and Wills and Estate Law is an asset.
- The ideal candidate will have related experience, including interviewing clients, conducting legal research, and file management.
- Students must be respectful of, and sensitive to, the diverse nature of LHC’s clients, self-motivated and able to work both independently as well as in a team.

How to Apply & Process

- Please submit your Resume and Cover Letter by email to shasta@legalhelpcentre.ca
- Application deadline: 12:00 p.m. CDT (noon) on Friday, August 7, 2026
- Candidates must be available for training on September 1-4, 2026 from 9:00 a.m. – 4:00 p.m.
- LHC will conduct interviews, select up to three candidates and make conditional offers, subject to successful Registration as a Law Student through the Law Society of Manitoba.
- Only candidates selected for an interview will be contacted.