

At **CreateTO**, we are a catalyst for city building, using our expertise and innovative thinking to help the City make the best use of its real estate to pursue its diverse goals.

CreateTO is part of a new City of Toronto city-wide real estate service delivery model that centralizes all real estate activities and integrates key functions to enable better coordination and execution of real estate strategies.

The Opportunity

Reporting to the Associate General Counsel, the **Summer Student – Legal** will assist with special projects in the legal department, including policy development, process improvements and MFIPPA compliance. Major responsibilities of the role will include (i) assisting in research and drafting related to revising and updating the organization's procurement and disposition policies and associated templates, and (ii) assisting in vetting documents for disclosure pursuant to MFIPPA. In addition, the role will involve data entry and testing related to process updates. There will also be opportunities to assist in other work throughout the legal department.

Qualifications

- Undergraduate or graduate student preferably in law, public policy, public administration, political science, real estate or a related field
- Applicants must be intending to return to school in September
- Proficient in MS Office
- Detail oriented and must possess excellent research and analytical skills
- Effective interpersonal and communication (verbal and written) skills
- Ability to efficiently organize, coordinate, and complete tasks and projects
- Ability to work well independently and as part of a team

CreateTO is committed to fostering a positive and progressive workforce. We provide equitable treatment and accommodation to ensure barrier-free employment in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disabilities Act. Candidates can request accommodation related to the protected grounds at any stage of the hiring process.

Interested and qualified candidates are requested to send their resume and cover letter in confidence to careers@createto.ca quoting the job title in the subject line by Friday, May 10, 2019. Only those individuals selected for an interview will be contacted. No agencies at this time please.