
Position: Law Clerk – Corporate & Governance
Site: Hybrid: MaRS Discovery Tower (Toronto) + Work from Home
Department: Grand Challenges Canada
Reports to: General Counsel & Secretary to the Board
Status: Full-time, Temporary – 12-month contract
Salary: \$72,675/year + % in lieu of benefits

[Grand Challenges Canada](#) (GCC) is dedicated to the vision of a world where innovation helps every person thrive. Our role in this vision is to support local, scalable, sustainable innovation that builds a healthier, more equitable future. We are committed to our core values of seeking impact, promoting equity, and being good partners – as well as to being accountable and caring for our work and each other.

One of the largest impact-first investors in the world, Grand Challenges Canada has supported a pipeline of over 1,700 innovations in more than 100 countries. Since 2010, innovations supported by GCC have reached more than 80 million people with lifesaving or life-improving initiatives who would otherwise not have had access.

As **Law Clerk** at Grand Challenges Canada, you are an adaptable, proactive individual with a strong willingness to learn who enjoys working in a fast-paced start-up environment. Please note this role is a 12-month parental leave cover. Under the general direction of General Counsel & Secretary to the Board, the Law Clerk's primary roles are to:

Key Responsibilities

Provide Support to Legal Team

- Perform a variety of legal and administrative duties in collaboration with the other members of the Legal Team
- Draft and prepare legal documents including letters, contracts and amendments
- Assist the Legal Team with preparation of non-disclosure agreements, funding agreements and other legal documents
- Manage the final approval and signature process for all legal documents
- Review and analyze due diligence requests with discretion and judiciousness, and escalate to General Counsel as necessary
- Maintain and update Legal Team trackers
- Organize, file and maintain accurate records for the Legal Team

Provide Governance Support

- Provide governance support to the General Counsel & Secretary of the Board, with a critical view to make process improvements, while fulfilling the following:
 - Facilitate logistics/accommodation activities for the Board, including calendar maintenance, travel bookings, visas, itineraries, expense reimbursement claims, etc.

- Successfully execute and be the point person for all governance events such as GCC Board and Committee meetings, including assisting with date selection, writing/sending out announcements, tracking participation
- Independently and in a supportive role, draft, proofread and finalize Board and Committee materials
- Attend Board/Committee meetings, and prepare timely/accurate meeting minutes for Board and Committee meetings
- Maintain accurate corporate records, independently prepare and file any corporation documentation required under the Canada Not-for-Profit Corporations Act
- Assist in tracking risks database, maintain supporting documentation, and related reporting

Qualifications

- Legal assistant or law clerk diploma
- Between 5- and 10-years' related work experience
- Advanced proficiency in Microsoft Office Suite (Outlook, Excel, Power Point) and Adobe Acrobat
- Demonstrated problem solving skills – a can-do attitude is a must!
- Meticulous attention to detail
- Excellent at working well under pressure and use of good judgment in assessing difficult situations

People from historically excluded communities with lived experiences in relevant thematic areas are encouraged to apply. People with lived experience and/or work experience in the communities or countries we are supporting are especially encouraged to apply.

Don't meet every requirement? Studies have shown that women, people of color, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs when they do not meet every qualification. At Grand Challenges Canada, we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply, as you may be the ideal candidate we are looking for.

Location and Work Requirements

- We are currently working in a hybrid model with time in office and working from home. With rare, approved exceptions, GCC staff are to live in or near the Greater Toronto Area (GTA) and available to travel to, and work from the Toronto main office, as business operational needs require. Any expenses related to travel and/or relocating to Toronto are the sole responsibility of the employee and will not be reimbursed by GCC
- Some international travel may be required
- Applicants must be eligible to work in Canada

Temporary Full-Time Benefits

- A percentage (%) in lieu of benefits
- Up to 20 days of vacation (10.5 days covered by 4% in lieu of vacation and 9.5 topped up by GCC to equalize with permanent full-time staff) for an annual contract, otherwise prorated

- Four (4) day work week (with Friday as a flex/off day), excluding weeks with Statutory holiday (program reviewed annually)
- Access to Employee Assistance Program (EAP)
- International SOS (ISOS) travel safety and supports around the world
- Bring-your-own-device (BYOD) cell phone allowance
- Professional development allowance
- New Temporary Work Relocation – work remotely for up to 90 days, almost anywhere in the world

Term

- Start date: August 2025
- Status: Full-time, Temporary – 12-month contract

Application process

- Please submit your resume and cover letter [here](#)

POSTED DATE: May 12, 2025**CLOSING DATE:** June 6, 2025