

PASSAGEWAY



LAW

Your Trusted Legal Guides

Sick of the traditional law firm grind with unattainable billable hour targets and endless hierarchy? Looking for flexibility in the way you work and where you work? We have the solution.

Who We Are

Passageway Law is a progressive, modern law firm looking to expand, grow, and innovate to not only meet the needs of our clients, but also to meet the needs of our team. We are looking to bring on board a family lawyer with some experience under their belt.

We use technology to make us more efficient and to allow us to work from anywhere in the world. We aspire to be a modern law firm, and we mean that to apply to our team, as well as our clients.

Our personality and outlook on the practice of law and life is sprinkled throughout our website and social media posts, so check us out to see if this is the kind of firm you would like to join.

We are inclusive, respect the rights of all, and are trying to reduce our environmental footprint. We don't take ourselves too seriously- you can expect to see us in jeans or see dogs around the office. We understand that you don't live to work and that you have a life and obligations outside of work. We are building a firm that reflects that. You wouldn't ask a dog to run at its maximum pace all day, and we don't expect our people to either. We find that you'll get further with consistency, encouragement and support.

What We Offer

We can offer the support of a firm (website, email, software, admin support for billing, etc.), mentorship, with the (eventual) freedom of a solo practice. While you will be expected to generate your own clients, the firm has a strong web presence that helps bring in new clients.

Our lawyers work hybrid remotely and have very low billable targets. You are an independent contractor, not an employee. You are in control of your practice, workload, and schedule. You can take whichever files bring you joy.

We will provide you with the following:

- notary seal (and assistance with obtaining Notary Public designation, if necessary)
- professional headshots by a local photographer
- profile on our website, plus possibility to publish blog posts and social media posts
- business cards
- access to all of our systems – client intake, practice management (Cosmolex), conveyancing software, firm templates (plus ability to create as many templates as you need for document automation), Office 365, Adobe Pro, access to online calendar and payment systems
- trust accounting compliance and transaction support
- billing support (no support for Legal Aid billings)
- administrative support
- mentorship from experienced lawyers
- reception and general inquiry support
- visibility on firm marketing and social media profiles, plus support for any targeted campaigns you may wish to run
- Google My Business firm profile and website SEO optimization
- branded items for clients
- sharing of memes with other team members
- access to office space - our office is fully accessible and offers free parking in downtown Peterborough
- onboarding, orientation and training
- assistance moving from current firm (conflict checking and assistance with trust funds)

What We Need

You should be an entrepreneurial spirit. While we will be able to offer some internal referrals, you will be primarily responsible for bringing in your own files.

We are able to offer you substantive support in Family Law, but you should have existing experience in Family Law- ideally, at least two years.

We make significant use of technology, have a primarily paperless practice. You must be comfortable using various types of software, and learning new types of software (with support from us and our resources).

One thing that we do need as a team is that you be the kind of person who can communicate with us about what you need to be successful at the firm. Trust us, we all want to make that happen for you.

We are committed to diversity, equity and inclusion and is LGBTQ2S+ friendly. We welcome applicants from any background or gender. We try to be as barrier-free as possible, but if you require accommodations, please let us know. Our office is accessible.

Compensation

Your compensation will be a percentage of your collected billings, which will increase as you gain experience.

You are responsible for LSO fees, Law Pro insurance and any professional memberships, as well as continuing legal education requirements. As independent contractors, lawyers will not be provided with health or life insurance benefits, so you will need to plan for that. You will also need to furnish your own laptop, cell phone and printer/scanner (if necessary).

Who You Are

We are seeking team members with a positive outlook, growth mindset, energy, sense of humour and initiative. You are reliable, professional, a team player and able to work independently. You are interested in learning and growing and aren't afraid of change. You have an entrepreneurial spirit and are comfortable doing business development. If you are one to say "that isn't my job", or "this is how we have always done it", then this firm is not for you. We are a small team, so we all support each other in busy times, vacations, etc., to the extent we are able to.

Application Requirements

Please provide a resume and references to Rob Hiseler at rob@passagewaylaw.ca.