



MANITOBA LAW LIBRARY INC.

Manitoba Law Library (MLL), located in the Winnipeg Law Courts complex, is the law library for the legal profession in Manitoba. MLL is funded by the Law Society of Manitoba and supports their mandate to protect the public by ensuring lawyers have access to essential legal research tools. The library primarily serves lawyers but is also open to self-representing litigants and members of the public conducting legal research.

LIBRARY ASSISTANT

The Library Assistant serves as the frontline of service at the Manitoba Law Library.

Duties:

- Greet visitors and assist with their needs.
- Monitor a shared email account and respond to simple queries related to available resources and case law using subscription and free databases.
- Forward newsletters to the appropriate distribution groups.
- Review court decisions for accuracy and distribute to legal publishers, following procedures.
- Retrieve documents from the Court Registry office and liaise with Manitoba Justice staff as required.
- Locate, circulate and reshelve print resources.
- Update looseleaf titles by filing updates.
- Aggregate content for the blog, newsletter and calendar.
- Maintain the schedule for and communication with the Law Library Hub Legal Clinic.
- Assist with ongoing projects and other duties as required.

This position reports directly to the Director of Legal Resources at the Manitoba Law Library Inc.

Qualifications

Required:

- Able to pass a criminal record check.
- The ability to work independently in an organized manner.
- Strong written and verbal command of the English language.
- Skillful use of the Microsoft Office suite of programs.
- Comfortable reading complex texts (i.e. case law and legislation).

Preferred:

- An interest in libraries and/or the legal profession.
- Experience in a legal environment.
- Experience using Wordpress or similar platforms
- Experience using social media in a business setting

Education: High School Diploma or equivalent. Post-secondary education would be an asset but is not required.

Experience: Minimum 1 year in an office or library setting.

Permanent, Continuing Position: 27.5 hours, 5 days per week

Manitoba Law Library believes in supporting our team by offering a comprehensive compensation package including a competitive salary, pension, group benefits package, career development and training opportunities and a positive work-life balance philosophy.

We recognize that diverse opinions, abilities, identities, cultures and languages in our profession and workplace are a critical foundation to an effective and equitable society and encourage all qualified candidates to apply. Manitoba Law Library welcomes applications from people with disabilities. Disability accommodations are available upon request.

To Apply:

Please submit a resume and cover letter by 5:00 p.m. CST, November 14, 2025 to:

Linda Fontaine (Ms/She/Her)
Director of Legal Resources
lfontaine@lawsociety.mb.ca

To learn more about Manitoba Law Library, visit <https://lawlibrary.ca/>.

Manitoba Law Library Inc. thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.