

Birchcliff Energy Ltd. (“**Birchcliff**”) is seeking a second-year law student to join its in-house legal department on a part-time basis commencing in March/April 2024 and on a full-time basis May through August 2024. Ideally, the successful candidate will be interested in continuing to work on a part-time basis (approximately 8 to 10 hours a week) during their third year of law school.

Responsibilities and Duties

The successful candidate will report to Birchcliff’s Vice President, Legal, General Counsel and Corporate Secretary and will assist the legal department with a variety of tasks, including:

- reviewing and commenting on agreements and other documents;
- conducting research on various legal issues;
- assisting with transactional matters, such as the acquisition and disposition of assets;
- assisting in the review of securities disclosure documents; and
- assisting with the development of various policies.

Qualifications

The successful candidate will:

- be a self-starter with the ability to take initiative;
- have strong organizational and research skills;
- have the ability to multi-task and tackle a variety of projects; and
- possess excellent interpersonal and communication skills.

Application Process

Interested applicants are invited to submit their resume, cover letter, law school transcripts and references to careers@birchcliffenergy.com with the phrase “Law Student Position” in the subject line of the email.

Birchcliff thanks all applicants in advance for their submissions; however, only those applicants selected for an interview will be contacted and only students who are currently in their second year of law school will be considered.