

FillmoreRiley

Indigenous Student \$5,000 Scholarship and Paid Part-Time Internship

Fillmore Riley LLP is a highly regarded and accomplished full-service law firm located in the heart of downtown Winnipeg. We are committed to empowering our team to reach their personal and career goals.

We are excited to announce an exclusive internship opportunity, along with a \$5,000 scholarship for the 2025-2026 school year, tailored for Indigenous students enrolled in post-secondary education.

The successful candidate will gain experience and exposure to various operational departments within our firm, such as accounting, marketing, and IT. It will be an opportunity to learn how a professional services firm operates, and a chance to work with staff, managers, and lawyers in the field.

Responsibilities

- Assist department members with specialized projects.
- Attend department meetings.
- Assist our Copy Centre Technician in creating closing books.
- Under the guidance of the Corporate Team Lead file minute books.
- Scan and save documents to our Document Management System.
- Job shadow with members of our Management team and COO

Core Competencies

- Exhibit sound judgement and problem-solving skills.
- Demonstrate excellent people and communication skills.
- Attention to detail
- Demonstrate caution when handling confidential documents

What We Offer

- One half-day per week paid internship and a \$5,000 scholarship towards post-secondary education.
- Comprehensive training and orientation program.
- Access to resources, mentorships and support you need to succeed.
- Opportunity for community involvement through a variety of firm sponsorships and events.
- Opportunity to learn and work in an office-focused environment.

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Eligibility

- Enrolled full time in any field of post-secondary education as of September 2025.
- Self identifies as Indigenous (i.e. First Nation – status and non status, Inuit or Métis). No identification documentation is necessary as we understand students may not always have documentation.
- Interest in a career in law is not a requirement. This opportunity is focused on providing an office environment experience and is not akin to a legal internship.

Fillmore Riley is committed to maintaining an inclusive work environment composed of people with diverse backgrounds, perspectives and identities. Reasonable accommodations are available to applicants with disabilities. We encourage applications from all qualified candidates.

Please forward your resume, cover letter, and one page writing sample explaining what you hope to gain from this opportunity, to:

Fillmore Riley LLP
1700 - 360 Main Street
Winnipeg, Manitoba R3C 3Z3
Attention: Ms. P. Kapilik
E-Mail: recruiting@fillmoreriley.com
Application Deadline: April 25th, 2025

We thank all applicants in advance for their interest; however, only those under consideration will be contacted.