

MATTHEW SMITH, JD

Lantz, Nova Scotia

EDUCATION

2019 – 2022 **UNIVERSITY OF NEW BRUNSWICK – FACULTY OF LAW**
Juris Doctor

2006 – 2010 **ST. THOMAS UNIVERSITY**
Bachelor of Arts, Criminology

WORK EXPERIENCE

2021 – PRESENT **PUBLIC LEGAL EDUCATION AND INFORMATION SERVICE OF NB – FREDERICTON, NB (REMOTE)**
Manager of Legal Programs

- Provide legal information to the public via telephone and email about family law, estate law, real estate law, civil procedure, and more
- Train incoming staff and volunteers on policy and procedure related to Legal Programs department
- Collect and report program metrics
- Review, update, and draft plain-language legal information for agency publications and web content

2016 – 2019 **AIDS NEW BRUNSWICK INC. – FREDERICTON, NB**
Executive Director

- Directed all aspects of agency operations at the head office and satellite location
- Developed new and maintained existing agency programming
- Secured and managed revenue for existing and proposed agency programming
- Developed and delivered presentations at local and national conferences
- Developed and maintained stakeholder relationships
- Reported to a Board of Directors

2011 – 2016 **AIDS NEW BRUNSWICK INC. – FREDERICTON, NB**
Prevention Programs Manager/Deputy Executive Director

- Managed the agency's disease prevention programming at the head office and satellite location
- Recruited and supervised staff and volunteers within this program
- Developed and maintained client relationships with approximately four-hundred service-users
- Proposed and developed new programming for the Executive Director
- Liaised with local services for referral purposes
- Acted as Executive Director as needed

LAW SCHOOL INVOLVEMENT

- 2020 (SEPT) **HARRISON SHIELD MOOT**
Competitor, respondent on appeal
- 2019 – 2020 **PRO BONO STUDENTS CANADA**
Volunteer, Fredericton Homeless Shelters Project

BOARD AND COMMITTEE EXPERIENCE

- 2020 – 2024 **CATIE**
Director, Atlantic Region / Vice-Chair, Board of Directors
- CATIE is a national, multimillion dollar, charitable organization based in Toronto that has a mandate to curate and disseminate sexual health information across Canada.
- 2012 – 2019 **ALTERNATIVE MEASURES COMMITTEE (ADULT OFFENDERS) – FREDERICTON, NB**
Committee Member
- Reviewed and discussed adult offender files with committee members
 - Interviewed offenders regarding their offence(s), personal history, and restitutive and therapeutic remedies
 - Prescribed diversion remedies appropriate to meet both restitutive and therapeutic needs
- 2012 – 2019 **EXTRA JUDICIAL SANCTION COMMITTEE (YOUTH OFFENDERS) – FREDERICTON, NB**
Committee Member
- This committee serves the same purpose as the committee listed above, but focuses solely on youth offenders.

REFERENCES

Available upon request.