

Job Posting

Position Title Legal Assistant	Competition No. 2021.12
Department Elizabeth Fry Legal Clinic	Wage \$24.48
Primary Location Kelowna, BC	Employee Group Union
Current hours per Week 35 Hours	Position Status Full-Time
Shift Schedule Monday-Friday, 8:30-4:00, 30-Min. Lunch Break	Anticipated Start Date As soon as possible

Job Description

At Elizabeth Fry we are passionate about the cause and the people we serve in our community. The Elizabeth Fry Legal Clinic (ELC) was established in December 2019 to help us pursue this passion by bringing another dimension to the services we offer within the communities that we serve. The Legal Clinic provides free legal advice and representation to clients in the Kamloops, Kelowna and surrounding areas. As a Legal Assistant you will have a chance to become a part of this dedicated team of professionals and work directly with the Legal Clinic Lawyer in our Kelowna location. The Legal Assistant will support the Legal Clinic Lawyer in delivering legal services, reporting program outcomes, and performing other tasks necessary to ensure the smooth operation of the ELC.

Responsibilities

- Assisting the Lawyer in their day-to-day duties
- Drafting legal documents, pleadings and correspondence
- File management including filing physical and electronic documents, coding and filing email correspondence
- Diarizing dates independently with respect to client files and helping manage the Lawyer's calendar
- Coordination of Lawyer's administrative tasks
- Reporting program outcomes and challenges to the Lawyer
- Greeting and welcoming clients and providing them with a positive first impression
- Answering the telephone; taking and relaying messages; providing information to callers
- Maintaining telecommunications and technology systems
- Keeping office secure by following procedures, maintaining logbooks, and tracking visitors
- Preparing letters and documents
- Receiving and sorting mail and packages
- Coordinating meetings and room bookings
- Ordering office supplies
- Running general errands
- Other duties as required

Skills and Qualifications

- Ability to work with information requiring a high level of confidentiality

- High degree of awareness of ethical and professional conduct from a legal perspective
- Strong understanding of legal procedures and documentation
- Strong attention to detail and accuracy, able to multi-task, and meet deadlines
- Ability to be flexible as situations arise
- Excellent interpersonal skills, including verbal and written skills, team oriented and exercises good judgment
- Technological skills to effectively use electronic filing, communications and organizational tools
- Knowledge about Clio client tracking system is a plus
- Ability to communicate effectively with clients who are experiencing a range of sensitive issues
- Take initiative and work under pressure
- Accept and utilize supervision
- Work independently and as part of a team
- Prioritize tasks in response to changing and emerging client needs

Education and Experience

- Post-secondary certificate in Legal Assistant training
- Knowledge of BC Law Society rules and procedures and court procedures
- 3 years’ experience in a similar role

Additional Information

- A criminal record check and search under the Criminal Record Review Act is required
- A valid Driver’s License and access to a vehicle is required

About Us

The Kamloops & District Elizabeth Fry Society is a non-profit society providing services to people who are, or could be, criminalized, with an emphasis on the needs of women and families. The society provides education, advocacy, capacity building and safe, secure, affordable housing within an environment of respect for each person’s right to self-determination and freedom from discrimination. Established in 1984, the Society is a member of the Canadian Association of Elizabeth Fry Societies. Staff, volunteers, and the board of directors are committed to compassionate program delivery with community collaboration and respect for diversity. The Elizabeth Fry Society, with skilled and motivated staff and volunteers, provides a fair and equitable work environment focused on health, mutual respect and teamwork.

- This position is open to applicants of all genders, races, cultural and ethnic backgrounds, religions and beliefs.
- Kamloops and District Elizabeth Fry Society is committed to being an equal opportunity employer and having an employee group that reflects the cultural diversity in the community.
- To apply for this position please submit your resume and cover letter to the address below.
- Only qualified applicants will be invited to an interview.

Reply to: Kamloops and District Elizabeth Fry Society
Human Resources Office
702-235 1st Avenue, Kamloops, BC V2C 3J4

Email: deniz@kamloopsefry.com

Date Posted:
September 28, 2021

Closing Date:
Until filled



Each applicant is responsible for ensuring that the Human Resources Department receives their application by 4:00 p.m. on the closing date.