Child and Youth Legal Centre
Legal Assistant

Position Type: approximately 35 hours/week, 1-year contract, with possibility of renewal
Deadline: 9:00 AM March 2nd, 2018
Location: Vancouver, BC

The Society for Children and Youth of BC is a unique, provincial not for profit organization. Our mission is to improve the well-being of children and youth in British Columbia through the advancement of their civic, political, economic, social, cultural and legal rights. Since 1974, the Society has focussed on providing a strong voice representing children and youth.

We are currently seeking a Legal Assistant to begin work immediately in our office in Vancouver for our new Child and Youth Legal Centre. This role requires a candidate who will be responsible for a variety of legal, administrative and reception duties. This is a full-time position (approximately 35 hours per week).

Responsibilities
• As a first point of contact with the organization for many, ensure that the profile and reputation of the organization is maintained;
• Provide prompt and thorough information when responding to requests from clients;
• Open new client files, maintain client files, and prepare files for closing;
• Apply proofreading and editing skills to documents and correspondence;
• Assist in maintaining the SCY resource referral information database;
• Obtain information and instructions from clients and forward to lawyer;
• Book court dates, mediations, appointments with clients, etc.;
• Liaise with clients, opposing counsel, and communicate with the court registry;
• Manage stats keeping system;
• Providing support to lawyers and staff as required and requested;
• Providing relief reception duties as required; and,
• Keep ED and Managing Lawyer apprised of matters in office.

Education, Experience, and Skills
• Diploma in Legal Administration;
• Minimum 2-3 years of experience in a legal assistant position (preferably in family law or child protection); however, a combination of education and experience will be considered;
• Proficient in MS Office (Microsoft Excel, PowerPoint and Word);
• Strong administrative and organizational skills as well as above average attention to detail;
• Ability to work under pressure, be flexible and adapt to changing situations easily;
• Ability to work well with all types of personalities and levels of responsibility;
• Ability to juggle multiple priorities, meet deadlines and exhibit sound judgment;
• Exceptional communication skills;
• Ability to work with minimal supervision, as well as part of a team;
• Experience working with young people; and,
• Familiarity with the children and youth sector in BC and the UN Conventions on the Rights of the Child is an asset.

Our organization’s success is built on the unique skills and perspectives of each individual. We respect and celebrate the dignity, value and diversity of all. We encourage applications from Indigenous people, women, persons with disabilities, and members of visible minorities.

This position is subject to a criminal record check. The successful candidate will be able to provide a significant contribution to the Society’s work in promoting children’s access to justice across the province of BC. We are looking for a dedicated individual to help support and strengthen our growing organization.

SCY is a Living Wage employer. Annual salary $45,000.00 plus statutory benefits.

Please submit your cover letter and resume as one attachment. Please save it as a pdf with the name 'Lastname, Firstname' and submit it to HR@scyofbc.org by 9:00 AM March 2nd, 2018. Please indicate “Legal Assistant Position” in the subject line of your email. Interviews may take place on a rolling basis. We thank everyone for his or her interest, however, only those selected for an interview will be contacted.