



## ACCESS PRO BONO JOB POSTING

---

### **Anti-Semitism Legal Assistance Hotline Coordinator**

HYBRID POSITION

The Anti-Semitism Legal Assistance Hotline (ASLAH) is an initiative that provides free legal information and assistance to support, educate and empower British Columbians who experience acts of anti-Semitism. Due to launch in December 2023 or January 2024, it will operate in parallel to Access Pro Bono's Islamophobia Legal Assistance Hotline.

The ASLAH Steering Committee seeks a highly organized legal professional, community organizer or non-profit service provider to take on the role of Coordinator for its community outreach efforts. The successful candidate will be responsible for coordinating and managing all ASLAH operations, including responding to and appropriately directing inquiries for legal assistance. This role will be supervised by the Steering Committee and Access Pro Bono (APB) executive staff.

#### **Basic Terms of Employment**

This is a part-time position (20-24 hours a week) offering a first-year salary of \$30,000 to \$40,000, depending on the candidate's experience and qualifications. It also offers five weeks (15 days) of paid vacation each year and can be structured to include extended health benefits.

The successful candidate will ideally be based or have strong connections in BC's Lower Mainland and may work from home and from the APB head office in downtown Vancouver, as duties require. The position start date will be in December 2023 or early January 2024.

#### **Qualifications, Experience & Skills**

- Post-secondary education or equivalent experience in a relevant field, such as legal services, social services, counseling, criminology, non-profit management
- Three or more years of experience in program management, the legal industry, community engagement or a related field
- Demonstrated knowledge of issues related to anti-Semitism and/or discrimination
- Cultural sensitivity to communities impacted by anti-Semitism
- Excellent organizational, interpersonal and communication skills, including public speaking
- Ability to work independently
- Strong project management skills, and experience with budget management
- Proficiency with cloud-based technology, and a willingness to learn and continuously adapt to new communication technologies
- Ability to travel within the Lower Mainland

## **Main Responsibilities**

- Plan, coordinate and execute ASLAH programs and events, ensuring they align with organizational goals and objectives
- Coordinate with community organizations, legal advocacy groups and other relevant partners to promote ASLAH and to increase its reach
- Develop and maintain strong relationships with communities impacted by anti-Semitism, including ASLAH stakeholders and partners
- Coordinate closely with the ASLAH Steering Committee to implement program goals
- Create and distribute outreach materials, including the development and coordination of educational workshops
- Oversee the development and maintenance of an ASLAH website, including writing content
- Manage the recruitment, training and supervision of volunteers
- Maintain accurate records of all cases handled by ASLAH
- Monitor and evaluate ASLAH performance, including regular analysis of data and feedback from clients, volunteers and partners
- Track and report on ASLAH expenses
- Report regularly to the ASLAH Steering Committee, to APB staff, and to applicable funders as needed
- Collect and analyze ASLAH program data to measure success and identify areas for improvement
- Represent ASLAH in public and private meetings and events
- Provide administrative support to the ASLAH Steering Committee as needed, including the scheduling of meetings, preparation of meeting agendas, and minute taking

## **How to Apply**

**Interested candidates should email their application to Jamie Maclaren KC (he/him) at [jmaclaren@accessprobono.ca](mailto:jmaclaren@accessprobono.ca) by 4:00pm on Thursday, December 14, 2023**, with their cover letter (addressed to the ASLAH Steering Committee) and their resume attached in PDF format as one continuous document.

No telephone calls please. Interviews will be conducted on a rolling basis, so please apply early. Only candidates who are shortlisted for an interview will be contacted.

**APB is committed to building an inclusive and diverse workplace, representative of the diverse communities that make up BC. We strongly encourage applications from all qualified applicants. Applicants from traditionally underrepresented or marginalized groups including Indigenous people, people of colour, 2SLGBTQ+, and people with disabilities are encouraged to self-identify in their cover letter if they feel comfortable doing so.**