

APB JOB POSTING

Program Manager & Staff Lawyer (0.6 FTE)

Access Pro Bono (APB) is hiring a part-time Program Manager & Staff Lawyer to support the management of its representation programs (comprised of the Barristers', Solicitors', Family, Wills & Estates, Tenancy, and Virtual Family Mediation Rosters), and supervision of Everyone Legal Clinic articling clinicians. We are seeking a BC-licensed lawyer with proven experience practicing civil, administrative, wills & estates, family, and/or employment law and/or significant experience in the social justice sector.

APB's representation programs facilitate free legal representation services for to low- and modest-income individuals and non-profit organizations. The Program Manager & Staff Lawyer is responsible for screening client applications and sending successful applications to a roster of volunteer lawyers for their consideration. If a volunteer lawyer chooses to take a particular case, they choose the scope of their services.

This is a permanent part-time position (0.6 FTE) that can be based anywhere in BC. It offers an initial annual salary of between \$90,000 and \$100,000 (depending on experience), prorated to between \$54,000 and \$60,000, benefits, and the equivalent of 5 weeks of annual vacation. The ideal candidate will start in January 2025.

Main Duties & Responsibilities

- recruit, train, manage, and support a team of law student and non-law student volunteers to conduct client intake interviews and perform other administrative duties in support of the representation programs
- after initial client intake, collect and organize evidence relevant to the client's case and assess eligibility for representation programs
- reply to calls and e-mails from lawyers, referring agencies, and clients
- provide appropriate referrals, legal information, or summary legal advice to self-represented litigants who cannot be represented through the roster program (for example, answer questions about legal forms, explain Court of Appeal deadlines, identify where to access self-help resources)
- conduct preliminary and final merit assessments, or identify appropriate lawyers/law students to conduct merit assessments
- prepare case summaries for distribution to rosters
- maintain list of ongoing cases and lawyer volunteers in APB's case database
- recruit and engage roster lawyers, respond to lawyers' expressions of interest in taking cases through the roster
- provide ongoing support to volunteer lawyers and conduct follow-up on case progress
- prepare monthly reports and statistics on program deliverables
- occasionally provide direct legal representation to Roster Program clients

- liaise with and provide support to community partners and other service providers
- review and approve disbursement invoices from volunteer lawyers
- organize and facilitate training sessions for volunteer lawyers in relevant areas of law
- supervise and mentor Everyone Legal Clinic articling clinicians, APB articling and summer students, and law student volunteers
- maintain strong and positive relationships with community partners, funders, the legal community, and other stakeholders
- develop strategies to improve effectiveness of APB program service delivery
- support the development of grant applications to ongoing and new funders, and ensure timely and complete reporting as required by funders and other stakeholders
- raise awareness of APB programs in BC communities
- conduct presentations on APB programs at legal sector events

Qualifications, Experience & Skills

- LLB or JD with Law Society of BC membership in good standing
- knowledge of BC's justice system, court procedures and legal resources
- experience in civil, administrative, family, wills & estates, and/or employment law with strong analytical, legal research, and writing skills
- demonstrated commitment to serving the legal needs of marginalized people and communities
- ability to serve people in distress with patience, courtesy and compassion
- ability to organize, prioritize and multi-task
- experience supervising and mentoring junior lawyers and law students
- interest and experience developing grant applications an asset

How to Apply

Interested candidates should email Erin Monahan (she/her) at emonahan@accessprobono.ca by **4:00pm on Monday, January 6, 2025** with their cover letter, resume, and a 5-page excerpt of a legal writing sample 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 will be prioritized and are encouraged to self identify in their cover letter if they feel comfortable doing so.