



ACCESS PRO BONO JOB POSTING

Antisemitism Legal Helpline Coordinator

HYBRID POSITION

The Antisemitism Legal Helpline (ALH) is an initiative that provides free legal information and assistance to support, educate and empower British Columbians who experience acts of antisemitism.

The ALH 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 connection and outreach efforts. The successful candidate will be responsible for coordinating and managing all ALH 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 (equivalent of \$60,000 FTE), 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 February or March 2025.

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 antisemitism and/or discrimination
- Cultural sensitivity to communities impacted by antisemitism
- 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

- Respond to and direct inquiries for legal assistance
- Manage a roster of volunteer lawyers
- Coordinate with community organizations, legal advocacy groups and other relevant partners to promote ALH and to increase its reach
- Develop and maintain strong relationships with communities impacted by antisemitism, including ALH stakeholders and partners
- Coordinate closely with the ALH Steering Committee to implement program goals
- Create and distribute outreach materials, including the development and coordination of educational workshops
- Oversee the growth and maintenance of an ALH website, including writing content
- Maintain accurate records of all cases handled by ALH
- Monitor and evaluate ALH performance, including regular analysis of data and feedback from clients, volunteers and partners
- Plan, coordinate and execute ALH programs and events, ensuring they align with organizational goals and objectives
- Prepare grant applications
- Track and report on ALH expenses
- Report regularly to the ALH Steering Committee, to APB staff, and to applicable funders as needed
- Collect and analyze ALH program data to measure success and identify areas for improvement
- Represent ALH in public and private meetings and events
- Provide administrative support to the ALH 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 Heather Wojcik (she/her) at hwojcik@accessprobono.ca by 3:00pm on Friday, February 28, 2025, with their cover letter (addressed to the ALH 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, and we may make an offer of employment prior to the posting end date, 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.