



Legal Administrative Assistant

B.C. Civil Liberties Association
Vancouver, B.C.

The BC Civil Liberties Association (BCCLA) has an opening for a full-time junior to intermediate legal administrative assistant to work primarily with the litigation department at the BC Civil Liberties Association's office in Vancouver, B.C.

The BC Civil Liberties Association is one of Canada's leading social and democratic justice not-for-profit organizations. Our mandate includes work on police accountability, government transparency, voting rights, prisoners' rights, national security issues and women's rights. We are one of the most vibrant and visible advocacy groups in Canada. Our work environment is fun, casual and friendly.

Primary Job Responsibilities

- Assist in the preparation and filing of a variety of legal documents, including memoranda, pleadings, briefs, motions, and court forms
- Assist with the distribution of documents to co-counsel and other parties
- Compose routine correspondence
- Assist with legal and other research, as requested, such as cite-checking, telephoning sources of information, Internet searches, using off-site libraries, copying abstracts, cases, etc.
- Word processing
- Maintain a professional and user-friendly office filing system
- Maintain a bring forward system, limitation diary and court calendar
- Process invoices and requests for reimbursement
- Type, prepare, proofread and edit legal documents
- Schedule meetings and conference calls and prepare meeting materials
- Fax, copy, process mail, and other duties as assigned
- Provide administrative support to management staff as needed
- General office support, including greeting office visitors

Qualifications

- Strong work ethic with a great attitude
- Excellent multitasking, organizational and time management skills
- Strong computer skills (Word, Excel, Outlook, Internet as a search tool)
- Excellent written and oral communication
- Ability to work well with others, in a collegial and diverse environment
- Ability to work under pressure to meet deadlines

The ideal candidate would have:

- 1 -3 years of experience in a legal office, preferably in a litigation department
- Completed a recognized Legal Administrative Assistant program or have commensurate experience in a law office
- Have knowledge of the B.C. Supreme Court Civil Rules or be comfortable looking up applicable rule(s)

Compensation

Salary is based on experience and qualifications. Benefits include health, dental, and life insurance plans, as well as generous vacation and sick leave policies. Progressive environment includes possibility for flexible work arrangements.

To Apply

To apply, please submit your cover letter, resume, and contact information for two references by email to Margaret Dudgeon, Legal Administrative Assistant at margaret@bccla.org (reference "Administrative Assistant" in the subject line) or by mail to:

Margaret Dudgeon
Legal Administrative Assistant
900 Helmcken Street, 2nd Floor
Vancouver, BC V6Z 1B3

The position will begin June 17, 2013 at the earliest. We thank all applicants for their interest, but we will respond only to candidates who are being considered for an interview.

www.bccla.org