



Position: Policy Staff Counsel (Community)

Application Deadline: Sept 19, 2023 at 11:59 pm PST

About the position:

The BCCLA's Policy Staff Counsel (Community) position requires a talented person to carry through the policy research, reform, advocacy, and community support and engagement efforts of the association. This is a full-time, 1.0 FTE permanent position.

Reporting to the Policy Director and working closely with the Policy Staff Counsel, the Policy Staff Counsel (Community) advocates on behalf of the Association, or as part of a coalition, on policy and law reform issues, provides public education through speaking engagements, publications, and media commentary; and identifies, researches and develops new policy positions in response to emerging issues.

The BCCLA Policy department engages in law and policy reform efforts to promote legislation and policies that advance civil liberties and human rights, and to resist or change laws that do not. The department also engages in community-based legal advocacy and provides legal resources to support individuals defending their rights.

The BCCLA's goal is to create deeper and enhanced engagement between the BCCLA and communities experiencing civil liberties and human rights issues around BC, to ensure that we are as responsive as possible to these issues. The position will lead the Policy team's work to support communities and individuals with their civil liberties and human rights issues, and work directly with community on law reform efforts that are within the BCCLA's mandate.

The successful candidate will have a deep knowledge of and interest in human rights and civil liberties issues, strong ethics and trauma informed practices, and a deep commitment to equality, justice, and freedom.

This position is based at our office in Vancouver at #306-268 Keefer St, on unceded Indigenous lands belonging to the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔ/Selilwitulh (Tseil Waututh) nations.

In light of COVID-19, this position will work partially in-person, in compliance with WorkSafeBC guidelines for in-office work during the pandemic, and partially remotely. A laptop and access to all required platforms will be provided.

What We Offer:

Compensation: Salary is based on the BCCLA's Salary Structure, with a base at \$76,320 for a first year call, \$82,680 for a third year call, \$86,860 for a fourth year call, and proceeding through to \$101,760 for a 12th year of call and beyond. While we welcome all applications, preference may be given to candidates with at least 3 years of call.

BCCLA also offers a holistic and competitive work package:

- Room for salary growth over the lifetime of all staff positions
- Annual salary progression for all staff.
- Comprehensive health benefits that include extended health and dental plan for all staff, spouses and dependents.
- Life insurance, Long-term Disability Insurance, and AD&D for staff, family and dependents included within health benefits.
- Health benefits starting immediately and not dependent on completion of probationary period.
- Unionized environment
- 20 days of paid Annual Vacation, plus an additional 1-2 week December office closure.
- 10 Statutory and 1 other paid days off every year.
- 15 days of paid Sick Leave, including sick days, family care days, and personal wellness days.
- Annual professional development funding for each staff.
- Team-wide professional development and training.
- Team-wide staff celebrations and staff appreciation.
- A family-friendly, child-friendly, and dog-friendly work environment that supports flexible work arrangements and time in lieu arrangements with an emphasis on work life balance.
- A workplace where your experience and voice are valued.
- A staff team of diverse backgrounds that is committed and passionate about civil liberties, human rights, equity and justice.

Application Process:

To apply, please email your resume and cover letter in one combined PDF to careers@bccla.org with the subject line “Policy Staff Counsel Community Application” no later than Sept 19, 2023, at 11:59pm PST. Candidates are invited to share their LinkedIn and Twitter profiles, but are not expected or required to do so.

The BCCLA is committed to ensuring that equity, diversity, and inclusion are priority considerations, including in building a workplace that honours the particular experiences and expertise of communities marginalized through state violence and social oppression. The BCCLA strongly encourages applications from all qualified Indigenous people, Black people, immigrants and refugees, people of colour, working class people, and 2SLGBTQIA+ people. Applicants are encouraged to self-identify, should they feel comfortable doing so, in their cover letter and are invited to share how their lived experience would inform their approach and ethics in this position.

About the BCCLA:

The BC Civil Liberties Association (BCCLA) is a non-partisan, not-for-profit national leader whose mission is to promote, defend, sustain, and extend civil liberties and human rights. The BCCLA is the oldest and most active civil liberties and human rights group in Canada. The BCCLA has been actively advancing human rights and civil liberties through litigation, law reform, community-based legal advocacy, and public engagement and education for the last half century. Though we are based in BC, our work is national in scope with legal interventions and law reform advocacy across Canada.

BCCLA focuses on the relationship between people and the state, and the ways in which the state can limit or advance human rights and liberties. BCCLA's work pays particular attention to the needs of vulnerable individuals and oppressed communities, who would otherwise have difficulty getting redress for violations and limitations on their rights despite being the most susceptible to state regulation and violations of their fundamental rights. We recognize that liberty, dignity and equality are mutually-reinforcing, and that such rights are inalienable and necessary for the flourishing of individuals and human society.

With a mandate that includes work on police accountability, government transparency, democratic rights including freedom of expression, prisoners' rights, patients' rights,

privacy rights, surveillance and national security issues, immigration detention, and criminal legal reform, we are one of the most vibrant and visible advocacy groups in Canada. The BCCLA is a small team with a big reach, and we want you to be a part of our work.

Skills and Qualifications Required:

A full job description is provided below.

- Member of the Law Society of British Columbia or eligible for call to the BC Bar;
- J.D. degree; other advanced degrees an asset;
- Excellent legal research and writing skills
- Ability to engage in complex legal analysis and investigation of facts;
- Excellent oral and written communication and analytic skills;
- Experience with utilizing a trauma informed approach to all your work;
- Experience recognizing the limitations of the law and being willing and able to use a range of not-traditionally-legal approaches to uphold human rights (communications, education, government relations);
- Experience in community outreach, preferably including work with marginalized communities, is a strong asset;
- Experience with casework and/or case management is an asset;
- Strong ability, or capacity to develop ability, in media and public relations is an asset;
- Ability in a language other than English is an asset;
- A deep understanding of the national and provincial policy environment in which we conduct our work is an asset.
- Must be extremely well-organized, able to prioritize tasks and meet deadlines, and work independently and as part of a team; and
- Experience mentoring and supervising others an asset;

Policy Staff Counsel (Community) Job Description:

Community Legal Engagement

- Manage and support the ongoing evaluation of the BCCLA's community legal support and engagement project supported by the Policy department and the Executive Director. This includes updating the project with the goal of ensuring that all Policy work is both rooted in and informed by community priorities and the lived experience of marginalized people.

- Provide advice and consultation to community workers and organizations regarding the legal rights of those whom they represent and for whom they act.
- Provide trauma-informed support to people who have lost loved ones to police brutality, through the BCCLA's work on police accountability.

Policy Work:

- Investigate, research and advocate on key civil liberties and human rights issues. This includes active engagement in law and policy reform research, writing and advocacy including through drafting legal research memos, oral and written advocacy submissions, and letters.
- Monitor news media, academic sources, listservs, case law, and proposed federal, provincial, and municipal legislation to identify emerging issues and developments that intersect with files assigned to you and especially those that align with BCCLA's strategic plan and commitment to equity, diversity and inclusion (EDI).
- Engage in reading and interpreting legislation, policy, and/or jurisprudence in light of key human rights and civil liberties issues and formulate a strategic response, with special attention to intersection with EDI.
- Evaluate, in consultation with the Policy Director and Executive Director, potential civil liberties and human rights issues to take on, with special attention to their intersection with EDI, BCCLA's strategic plan, and commitments to the Truth and Reconciliation Commission (TRC) Calls to Action.
- Investigate and research emerging issues, including collaborating with staff, volunteers, and Board committees and working groups.
- Support the Policy Director in planning and administering New Policies Working Group meetings.
- Develop organizational policy position papers on new areas of law.

- Collaborate with and supervise students (either volunteer or employed) to provide mentorship and direction and ensure that their work supports Policy Department priorities.
- Provide support to the Policy Director and Executive Director on an as needed basis.

Community and Government relations

- Monitor any developments related to policy files assigned to you. Such developments may include changes in government direction, timelines, opportunities for consultation, changes in community priorities, relevant jurisprudence, relevant media revelations, etc.
- Develop and maintain relationships with community groups, partner agencies, advocates and community groups around the province, and across Canada, with attention to BCCLA's commitment to EDI and the TRC Calls to Action.
- Works closely with grassroots and community organizations throughout the province to understand issues and experiences from an on-the-ground perspective and to ensure the work of the BCCLA accurately and respectfully supports those being represented, particularly those from marginalized and oppressed communities.
- Listen to and, where appropriate, act upon the concerns of individuals and communities experiencing infringements of their civil liberties and human rights.
- Assist communities and groups in the development of advocacy and law reform strategies in relation to the civil liberties and human rights issues affecting them, with particular attention to EDI. Assist in building education and capacity to carry out such strategies.
- Provide information to and consult with community workers and groups in relation to the legal rights of those whom they represent and for whom they act.
- Collaborate externally with coalitions and diverse allies to achieve common objectives. In collaboration with the Policy Director and Executive Director, build out policy advocacy campaigns. Campaigns may include work with networks of allies (coalition, ad hoc, or established), drafting and/or reviewing lists of

concerns, policy analysis and research, law reform advocacy, media relations, and communications strategy, including substantive input regarding online petitions, events, publications, and calls to action (i.e. specific ask for decision makers).

- Develop and maintain relationships with key decision makers and community partners including NGOs, advocacy groups, academics, members of the legal and regulatory community, legislators and officials, media.
- Draft submissions to decision makers, including written submissions, letters, or oral submissions (such as appearing before a Parliamentary or Senate Committee, addressing City Council, holding meetings with government officials, writing letters to Ministers and Mayors, Commissions of Inquiries, etc.)

Public Engagement and Media

- In collaboration with the Engagement department, engage with the public and media when major BCCLA reports or resources are being released, including speaking/events, media, and publication dissemination strategy.
- Develop and maintain good media relations.
- Collaborate with the Engagement department and other staff to support fundraising efforts, including developing materials for communications, engaging with supporters, and attending BCCLA fundraising events.
- Create and provide public education and advocacy on policy issues, including through digital and traditional media, writing materials (blogposts, op-eds, policy papers, etc.), speaking events and workshops, and comprehensive advocacy campaigns.
- Draft press releases and engage in media interviews, with support from Engagement staff.

Teamwork:

- Work with the BCCLA's full staff team to implement integrated public education and legal advocacy strategies.

- Diligently meet any deadlines for funding applications and reporting requirements. In collaboration with the Policy Director, Executive Director and Engagement department, seek out and apply for project specific funding when necessary, such as for legal research, advocacy materials, or publication production.
- In collaboration with the Litigation department, develop strategies to address issues respecting overlapping files affecting civil liberties and human rights.
- Participate in departmental and organization-wide trainings and team building events and initiatives.

Administrative and Professional Responsibilities:

- Be a member in good standing with the Law Society of British Columbia.
- Ensure you have completed your Continuing Professional Development credits.
- Ensure you are up-to-date on and in compliance with any changes to the Law Society Rules and the Code of Professional Conduct.
- Ensure you have read and are up-to-date on all BCCLA organizational onboarding documents and office policies, and adhere to appropriate procedures such as utilizing our Rise HR platform.
- Adhere to internal systems for recordkeeping and information sharing.
- In your capacity as an in-house lobbyist of the BCCLA, monitor and report any required monthly lobbying activity to the Policy Director and Director of Operations and People.
- Other duties as required.