Policy Staff Counsel (Community)

Application deadline: January 3, 2026 at 11:59pm PST.

About the Position:

BC Civil Liberties Association (BCCLA) is a non-partisan national leader with a mission to promote, defend, sustain, and extend civil liberties and human rights. Please visit our website for more information.

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. This position is the main point of contact with the Families for Police Accountability network and oversees main components of BCCLA's Racial Justice project.

BCCLA's 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 people defending their rights.

BCCLA's goal is to create deeper and enhanced engagement between 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 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, emotional intelligence and empathy and a deep commitment to equality, justice, and freedom.

This position will work partially remotely and partially in-person from our office in Vancouver at #306-268 Keefer St, on unceded Indigenous lands belonging to the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səlilw̓ətaʔɬ/Selilwitulh (Tsleil Waututh) nations. Remote access to all required platforms will be provided.

What We Offer:

Compensation: Salary is based on BCCLA's Bargaining Unit Collective Agreement (CA). The salary for this position is $79,373 for lawyers with 1 to 3 years of call, and $90,619 for lawyers with 4 years of call and above. BCCLA's CA can be found here. 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:

- Unionized position
- Comprehensive health benefits that include a personal Health Savings Account, as well as an 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.
- 20 days of paid Annual Vacation, plus an additional 2 week December office closure.
- 13 Paid holidays every year.
- 24 days of paid leave, including 15 sick days, 4 family care days, and 5 personal days.
- A generous parental leave policy including a parental leave top-up.
- Annual professional development funding for each staff.
- 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" no later than January 3, 2026 at 11:59pm PST.

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 systemic oppression. BCCLA strongly encourages applications from all qualified Indigenous people, Black people,

immigrants and refugees, people of colour, people with disabilities, 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

Skills Required

- Member of the Law Society of British Columbia or eligible for call to the BC Bar;
- J.D. degree;
- Excellent legal research and writing skills;
- Ability to engage in complex legal analysis and investigation of facts;
- Excellent interpersonal skills with a focus on emotional intelligence and empathy;
- 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);
- Must be extremely well-organized, able to prioritize tasks and meet deadlines, and work independently and as part of a team;
- Ability to travel to deliver workshops.

- Other advanced degrees an asset;
- Experience in community outreach, preferably including work with marginalized communities, is a strong 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;
- Experience mentoring and supervising others an asset;
- Experience with conflict management is an asset;
- Experience managing budgets and grant reporting is an asset;
- Experience planning events is an asset.

Job Description

Policy Staff Counsel (Community)

Community Legal Support and Public Legal Education

- Support the Policy Director's evaluation and improvement of community legal support and public legal education initiatives. This includes contributing community feedback,

recommending changes and updating tools and systems within the approved scope of the role.
- Provide legal information and consultation to community workers and organizations regarding the legal rights of the people they support or act for and options for asserting those rights.
- Provide legal information, systemic advocacy support and assistance navigating accountability processes to communities prioritized by the Policy department in a trauma-informed manner. This includes supporting people and families affected by police violence, assisting with complaints, and attending relevant proceedings and meetings.
- Manage the day-to-day delivery of community legal support and public legal education initiatives, as assigned by the Policy Director.
- Monitor assigned project budgets and deliverables, coordinate expense tracking and reporting inputs, and bring variances or proposed changes to the Policy Director for approval.

Policy Work:

- Investigate, research and advocate on key civil liberties and human rights issues as directed by the Policy Director. 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).
- Interpret legislation, policy, and jurisprudence with consideration for key human rights and civil liberties issues and formulate strategic responses, 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's work with Board committees and working groups, as assigned.
- Develop organizational policy position papers on new or changing areas of law.
- Collaborate with and supervise grant project coordinators and 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 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.
- Work closely with grassroots and community organizations to understand issues and experiences from an on-the-ground perspective and to ensure that assigned advocacy work 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.
- Collaborate with external coalitions and diverse allies to achieve common objectives. Develop and carry out policy advocacy strategies in consultation with the Policy Director and, where public campaigns are undertaken, coordinate with the Engagement team. This may include work with networks of allies (coalition, ad hoc, or established), drafting 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.
- Draft submissions to decision makers, including written submissions, letters, or oral submissions (such as appearing before a Parliamentary or Senate Committee, addressing City Council, consulting with government officials and bodies, writing letters to Ministers and Mayors, and participating in advisory groups).
- Where authorized, represent BCCLA at inquests, Commissions of Inquiries or other proceedings, in coordination with the Policy Director and Litigation Department.

Public Engagement and Media

- In collaboration with the Engagement department, Policy Director, and others (including, as appropriate, community members), engage with the public and media when major BCCLA reports or resources are being released. This includes attending and

speaking at events, conducting media, and carrying out publication dissemination strategies.
- Develop and maintain good media relations.
- Support fundraising efforts, including developing materials for communications, engaging with supporters, and attending BCCLA fundraising events.
- Support informed consent, accurate presentation and trauma-informed participation when community members' experiences are included in public materials or events.
- Contribute legal expertise to media communications, including drafting press releases, and participate in interviews and press conferences on assigned files, in coordination with the Engagement team.
- 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.

Teamwork:

- Work with 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 departmental directors and other staff, 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 policies and adhere to appropriate procedures such as utilizing our Rise HR platform.
- Adhere to internal policies and systems used by BCCLA for recordkeeping, privacy, and information sharing.
- In your capacity as an in-house lobbyist of the BCCLA, monitor and report any required monthly lobbying activity according to internal policies and systems.

- Other duties as required.