

Job Title: Virtual Legal Clinic Coordinator

Reports to: Virtual Legal Clinic Lawyer

Terms: Full-time (37.5 hours per week),
Salary range \$60,000-\$65,000/annum
Position is funded to end of March 2024 (but may be extended if further funding is confirmed)

Working Conditions: This position includes health benefits and competitive vacation.

This position has the potential to be filled remotely, with certain exceptions (the coordinator may be required to participate in meetings and travel scheduled for 2022, and there may be very occasional events or training requiring attendance in Vancouver.) If the position is filled by an applicant in Vancouver, we can discuss a combination of remote and in-office work.

We welcome applicants who live in BC communities outside of Vancouver and the Lower Mainland, including applicants who have experience working in small communities.

Closing Date: September 26, 2021

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Job Summary:

Rise Women's Legal Centre is a community legal clinic providing accessible legal services that are responsive to the unique needs of self-identifying women. Rise clients are often caught in the gap between being ineligible for legal aid yet unable to afford legal representation. Rise provides unbundled legal services, primarily in the area of family law. Clients in Vancouver can receive direct services to clients are provided through Rise's Student Clinic, which provides a clinical legal externship for up to six law students from the Peter A. Allard School of Law. Clients outside of Vancouver and the Lower Mainland can receive unbundled services from Rise's virtual advocate and volunteer lawyers through the Virtual Legal Clinic (VLC). The Family Advocate Support Line (FASL) directly supports family law advocates and other frontline workers including transition home staff and settlement workers.

The goal of this position is to strengthen Rise's Virtual Legal Clinic by engaging in outreach to community organizations in small and underserved BC communities and helping to build provincial capacity by supporting a network of community partners. This will include coordinating regular drop-in meetings and assisting in the creation of training resources (both webinar and written). Between April 2022-October 2022 we expect that there will be some travel around BC to meet directly with community partners (pandemic allowing). The coordinator will also assist with the organization a symposium on virtual legal services, anticipated to occur in the early 2024. Finally, the coordinator will help maintain data about the Virtual Legal Clinic and work with external evaluators to evaluate all aspects of the VLC.

Essential Responsibilities

- Conduct outreach with community organizations through email, telephone, and travel.
- Coordinate weekly drop-in meetings for community partners, including preparing agendas, taking minutes, and organizing training.
- Respond to questions and requests by community partners.
- Help ensure smooth flow of information between community partners and Rise by developing systems for safely sharing information.
- Consult with individual communities about how access to justice has been impacted by the pandemic and identify promising practices for addressing impacts.
- Coordinate the development of written and/or video resources for community partners by identifying topics, coordinating work, and providing other support to capture information. Maintain database or library of community partner learning resources and arrange for updates when necessary.
- Coordinate annual training for volunteer lawyers.
- In coordination with VLC lawyer travel to communities for in-person meetings and help to organize custom trainings.
- Assist in coordinating a two-day virtual symposium on inclusive virtual services.
- Contribute to a final written report outlining recommendations for use of technology to deliver virtual legal services.
- Work with external evaluator to develop and implement evaluation plan for project.
- Track statistics on community partners and client use of the VLC program, including regional information about usage and identify themes that emerge around common problems and promising practices. Assist with extracting data for evaluation and reporting purposes.
- Research use of technology, particularly to ensure agreements with community partners and all virtual meetings and appointments reflect best practices.
- Identify opportunities to connect with underserved communities and ways in which the virtual legal clinic can be made more responsive to/inclusive of different community organizations and different communities.

Qualifications:

We are looking for candidates with the following qualifications:

- Experience or education in project management
- Strong communication and relationship-building skills
- Ability to think strategically about systems development
- Ability to prioritize and respond to shifting program needs
- Ability to maintain strict confidentiality of sensitive material/information
- Meticulous attention to detail
- Excellent writing and editing skills
- Basic knowledge of Microsoft Office and Zoom
- Strong understanding of technology and willingness to learn about tech safety requirements
- Experience working in a legal setting and/or some legal training an asset (we do not require a law degree)
- Knowledge of legal resources in BC an asset, but not a requirement
- Experience with Clio or other database/client management system an asset, but not a requirement

Rise Women's Legal Centre is strongly committed to equity and diversity within its community. We especially welcome applications from Indigenous persons, racialized persons, persons with disabilities, persons with diverse sexual orientations and gender identities, and others with the skills, knowledge and experience to productively engage with diverse communities.

Please apply by September 26, 2021 (before midnight, Pacific Standard Time) by sending your cover letter and resume or cv (in PDF format) to Kim Hawkins, Executive Director at khawkins@womenslegalcentre.ca.