

Job Title:	Indigenous Family Law Advocate Support Line Coordinator 10 – 15
Terms:	hours per week
Salary:	\$30 per hour
Location:	Remote - Lower Mainland B.C. (may include some in-person meetings)
Reports to:	Indigenous Family Law Advocate Support Line Lawyer
Project Start Date:	Immediately
Project End Date:	March 31, 2025

Job Summary

Rise's Indigenous Family Advocate Support Line (IFASL) was launched in 2023 with the intention of elevating Indigenous voices and perspectives in family law and child protection. The program was designed to provide frontline workers and band representatives working with Indigenous families and communities with a combination of training opportunities, knowledge sharing spaces and one-on-one legal support. The goal is to help ensure that Indigenous ways of knowing and being are heard, uplifted and respected in all forums as we move toward decolonizing the family law system.

The IFASL Coordinator will support these initiatives through a diverse skill-set including outreach, research & writing, assist the IFASL lawyer with Indigenous-based online training, and a variety of administrative tasks. The successful candidate works with cultural humility and is guided by the United Nations Declaration on the Rights of Indigenous Peoples, Truth and Reconciliation Commission of Canada: Calls to Action, and the Missing and Murdered Indigenous Women and Girls: Calls for Justice.

Responsibilities

- Outreach to First Nations, Indigenous Communities and organizations providing services to Indigenous families and communities to create awareness about the services and supports available through IFASL by telephone, Zoom/Teams, and written correspondence.
- Assist and provide technological support for weekly circles and monthly trainings including any follow-up
- Note-taking during meeting and training sessions
- Skilled with Zoom - be able to set up online registrations for meeting participants and pull reports on attendance
- Compile & collate statistics for program engagement by tracking attendance at circles/webinars, one-on-one meetings and email correspondence

- Research and assist the IFASL lawyer to draft training materials for online circles and trainings
- Enhanced skills at creating effective online presentations
- Manage the online calendar with the IFASL Lawyer for advocate appointments and assist with booking/registration issues
- Distribute merchandise and brochures to community workers primarily through mail-outs
- Approach all work and clients with cultural humility

Experience

- Strong communication and outreach skills with First Nations and Indigenous Peoples
- Knowledge of Microsoft Office, Zoom, and other office software
- Enhanced presentation skills for online learning environment
- Ability to prioritize and respond to shifting program needs
- Self-motivated and works well independently
- Ability to maintain strict confidentiality of sensitive material/information
- Works with cultural humility and trauma-informed practice
- Knowledge of Indigenous-based resources for family clients in BC an asset, but not a requirement

Closing Details

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.

Applications will be accepted on a rolling basis for the successful candidate to start as soon as possible

Please send your cover letter and resume or cv (in PDF format) to Frances Rosner, IFASL lawyer, at ifasl@womenslegalcentre.ca with the subject line "IFASL Coordinator."