



Ki-Low-Na Friendship Society

442 Leon Avenue | Kelowna, BC V1Y 6J3
Tel: (250) 763-4905 Fax: (250) 861-5514
www.kfs.bc.ca

Job Posting: Poverty Law Clinic Legal Assistant
Hours: 35 hours per week (Full Time)
Wage: Negotiable – depending on experience
Posted: April 27, 2020
Closing: Open until filled – Cover letter required

Nature of Position:

The Poverty Law Clinic Legal Assistant will provide a range of support services to the Poverty Lawyer and the Ki-Low-Na Friendship Society Poverty Law Clinic, including administrative support, client intake and interaction, filing documents, conflict of interest searching, and handling calls.

Duties:

Duties include, but are not limited to:

- Preparation of legal documentation and correspondence.
- Opening/closing files.
- Preparation and maintenance of necessary file information and documentation.
- Case file organization, arrangement of appointments and court dates.
- Handle calls not requiring a lawyer's attention.
- Maintenance of effective 'bring-forward' system to ensure necessary and timely file review.
- Interaction with clients and other lawyers.
- Transcribing of legal documents.
- Filing of legal documents.
- Conflict searches.
- Basic office duties such as: filing, photocopying, ordering office supplies, and arranging outside services as needed.
- Other duties as assigned.

Qualifications:

The ideal candidate will:

- Have a professional demeanor.
- Have an understanding and empathy for the issues and barriers faced by clinic clients in regards to the justice system.
- Have at least two years of relevant experience in a law office or law clinic setting.
- Understanding of Indigenous culture and empathy for the systemic issues faced by Indigenous people, typically gained from work in Indigenous communities is an asset.
- Possess clear and effective communication skills, and be confident, efficient, and solution-oriented.
- Be able to work independently, and effectively manage priorities.
- Have excellent organization and time-management skills.
- Be able to prioritize, and adapt to changing demands, and complete multiple concurrent tasks in an environment of tight deadlines.
- Have a familiarity with B.C. Supreme Court Civil Rules.
- Have an understanding of poverty law issues.
- Have an ability to handle sensitive and/or confidential information.

Requirements:

- Computer skills including knowledge Microsoft Office Suite and on-line legal research tools.
- Physical ability to perform the duties of the position.
- Criminal record check is required.
- Preference will be given to those with Indigenous ancestry.

Send Resumé or CV with cover letter to:

Ki-Low-Na Friendship Society
Attention: Poverty Law Clinic Lawyer
442 Leon Ave
Kelowna, BC V1Y 6J3

Email: povertylawyer@kfs.bc.ca (please put name of position applied for in subject line)

Fax: (250) 861-5514

Telephone: (250) 763-4905

We thank all applicants for their interest; however, only individuals selected for interviews will be contacted.