



JOB POSTING: Legal Assistant

ABOUT MIGRANT WORKERS CENTRE (MWC)

Founded in 1986, MWC is a non-profit organization that works to promote and advance access to justice for migrant workers by providing legal services, advocacy, research, public education, and engaging in law and policy reform initiatives. Our members include migrant workers working in low-wage jobs in the caregiving, agriculture, food processing, retail, and hospitality sectors, including migrant workers who have lost legal status in Canada. MWC envisions a society in which all workers are entitled to secure immigration status and access to fair, safe employment. We strive to advance the rights of migrant workers to equally participate in Canadian society and the Canadian economy.

JOB SUMMARY

Migrant Workers Centre (MWC) is seeking a full-time Legal Assistant to provide a range of support services, including intake, file management, and office administration. The Legal Assistant will work from Tuesday – Saturday, 9am – 5pm.

DUTIES AND RESPONSIBILITIES

- Answering the office telephone and responding to routine correspondence
- Conducting intake with clients
- Scheduling appointments for the Staff Lawyers and Legal Advocates
- Providing referrals to outside agencies, as appropriate
- Opening and closing files
- Preparing and maintaining file information and documentation
- Performing conflict checks
- Arranging for filing and service of legal documents
- Assisting with preparation of court documents
- Maintaining office filing system, photocopying, ordering office supplies, and arranging outside services, as needed
- Processing membership applications and donations, paying bills, and preparing bank deposits
- Supervising office volunteers
- Providing logistical support for special events, such as the annual fundraiser and Annual General Meeting
- Performing other duties as required

QUALIFICATIONS

- Completion of a legal assistant or paralegal program, or other comparable educational program
- At least 2 years of experience in a similar role
- Familiarity with the Federal Court's Citizenship, Immigration and Refugee Protection Rules
- Computer skills, including Microsoft Office Suite and file management software (Clio)
- Possess strong and effective communication skills



- Understanding of issues and barriers faced by migrant workers in regards to the justice system
- Experience with delivering services from a trauma-informed approach
- Well-developed administrative, organizational, and problem-solving skills to effectively multi-task, work independently and effectively manage priorities
- Possess excellent organization and time management skills
- Ability to speak a second language is considered a strong asset

COMPENSATION

MWC offers an extended benefits package, which includes dental and extended health benefits, and generous vacation leave. Salary range is between \$42,900 - \$48,750, depending on experience.

START DATE

The start date for this position is as soon as possible.

APPLICATION PROCESS

Closing date is Friday, September 17, 2021 at 5:00 pm PST. Applicants are encouraged to submit applications early, as interviews will be conducted on a rolling basis for the position.

We welcome and encourage applications from all individuals with relevant experience, including people with lived experience as migrant workers, and equity-seeking groups.

Interested candidates are asked to submit a cover letter and resume to jon@mwcbc.ca, Attn: Jonathon Braun. Please indicate "Legal Assistant Application" in the email subject line. While we thank all applicants for their interest, only those offered an interview will be contacted.

MWC is committed to the health and safety of our staff members, volunteers, and clients. Due to the ongoing COVID-19 pandemic, most staff members are working remotely. We anticipate that the Legal Assistant will do a combination of remote-based and in-person work, subject to public health orders and guidance, MWC's own policies, and individual health needs.