

## **JOB POSTING: Legal Support Coordinator**

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### **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 Support Coordinator to provide a range of legal support services, including client intake, litigation support, file management, and office administration in relation to legal work in the areas of immigration law and employment law.

The working hours for this position are Tuesday-Saturday, 9am – 5pm. The position will be based out of our office at 119 W Pender Street, Vancouver, V6B 1S5. The position is not eligible for remote working.

### **DUTIES AND RESPONSIBILITIES**

- Answering the office telephone and responding to routine correspondence with clients
- Conducting intake with clients
- Scheduling appointments for the Staff Lawyers, Articling Student and Legal Advocate
- Providing basic information to clients under the direction of the Staff Lawyers
- Providing referrals to outside agencies, as appropriate
- Preparing and maintaining file information and documentation both on our database (Clio) and shared drive
- Performing conflict checks
- Arranging for filing and service of legal documents
- Assisting with preparation of court and tribunal documents
- Maintaining office filing system, photocopying, and arranging outside services, as needed in relation to client work
- Performing clerical duties, such as filing, mail coordination, and arranging courier deliveries in relation to client work
- Processing financial paperwork, including membership applications and donations
- Providing logistical support for virtual and in-person clinics
- Coordination of office volunteers in relation to clinic and legal support work
- Engaging clients into our Membership Program and supporting them to participate/volunteer in the work of our member Committees
- Performing other duties as required

## **QUALIFICATIONS**

- Completion of a legal assistant or paralegal program (or another 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; Small Claims Rules; and/or Supreme Court Civil Rules
- High computer literacy, including Microsoft Office Suite and file management software (Clio)
- Strong oral and written communication skills
- Understanding of the 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**

Salary range is between \$49,000 - \$53,000 per annum commensurate with experience. MWC offers an extended benefits package, which includes dental and extended health benefits, and generous vacation leave.

## **START DATE**

The start date for this position is 6<sup>th</sup> September, 2022 (or earlier preferred).

## **APPLICATION PROCESS**

Closing date is Sunday 14<sup>th</sup> August at 11:59pm 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 of labour exploitation/trafficking and equity-seeking groups.

Interested candidates are asked to submit a cover letter and resume to [natalie@mwcbc.ca](mailto:natalie@mwcbc.ca), *Attn: Executive Director-Staff Lawyer – Legal Support Coordinator*. While we thank all applicants for their interest, only those offered an interview will be contacted.