



JOB POSTING: Intake Manager, Okanagan Legal Clinic Project

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 care work, 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.

PROJECT SUMMARY

Funded by the Law Foundation of British Columbia's *Racial Justice Grants*, the Okanagan Legal Clinic Project aims to address systemic racism in Canada's immigration system, particularly in the context of the Primary Agricultural Stream of the Temporary Foreign Worker Program (TFWP), including the Seasonal Agricultural Worker Program (SAWP). The project will address racial justice for migrant agricultural workers through test case litigation and systemic advocacy for law and policy reform. This project will employ a critical race theory lens in addressing the rights of workers in this stream.

The harvesting economy of British Columbia's Okanagan region depends on migrant agricultural workers; however, these workers are uniquely vulnerable to exploitation and abuse in the sector. Many are routinely subject to employment standards violations, forced to live in substandard conditions, and denied proper medical care or compensation for workplace injuries. Migrant workers are tied to the employers who hire them. If they complain about abuses, they may face threats of deportation, blacklisting or other retaliation. Despite their essential labour, they are largely excluded from Canadian citizenship.

Test case litigation involves cases whose outcome will affect a large number of migrant agricultural workers or will significantly affect the law as it relates to their rights in BC. The impacts of engaging in test case litigation have the potential to reverberate across the agricultural industry by leveling the playing field and ultimately raising the floor of protections for all migrant agricultural workers. The project's law and policy reform work will be conducted in partnership with stakeholders across the province of BC, including labour unions, advocacy groups, government, legal experts, and academics. Migrant worker participation will be core to this work.

JOB SUMMARY

This is a full-time (Tuesday – Saturday) position. MWC's Okanagan Legal Clinic is currently being funded by a Racial Justice Grant from the Law Foundation for a period of 3 years (until May 2026). We hope to be able to continue the Clinic beyond this time period.

This is an exciting opportunity to work in an interdisciplinary team to engage in systemic law and policy reform work to address longstanding inequities within the Primary Agricultural Stream of Canada's TFWP.

The Intake Manager will provide a range of legal support services, including client intake, litigation support, file management, outreach, office administration and logistical support in relation to legal and policy work in areas relating to immigration and employment.

The Intake Manager will report to the Legal Director and will work collaboratively as part of an interdisciplinary team that includes MWC's Okanagan-based Staff Lawyer and Community Legal Worker.

DUTIES AND RESPONSIBILITIES:

- Answering the office telephone and responding to routine correspondence with clients
- Conducting intake with clients
- Scheduling appointments for the Staff Lawyer
- Providing basic information to clients under the direction of the Staff Lawyer
- Providing referrals to outside agencies, as appropriate
- Conducting outreach to farms with migrant agricultural workers
- 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
- Performing clerical duties, such as filing, mail coordination, and arranging courier deliveries
- Providing logistical support for virtual and in-person meetings
- Performing other duties as required

SKILLS AND KNOWLEDGE REQUIRED:

MWC staff come from a variety of backgrounds and we are eager to find people that bring lived experience in addition to formal qualifications to the role.

- 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
- Understanding of the issues and barriers faced by migrant agricultural workers in regards to the legal system
- Strong understanding of trauma-informed practice
- Ability to work effectively as part of a team and to contribute to a positive and collaborative work environment
- Ability to communicate effectively and shift style to accommodate a variety of audiences
- Cultural awareness and ability to work with newcomers from various cultural communities

- Experience establishing and maintaining working relationships with community partners
- Ability to communicate orally in Spanish
- Exceptional time management and organizational skills
- High computer literacy, including Microsoft Office Suite and file management software (Clio)
- Driver's license and access to a vehicle
- Assets in the role include:
 - Experience working in the non-profit sector
 - Ability to speak other languages in addition to English and Spanish

WHAT WE OFFER:

- Salary is between \$55,000 – \$59,000 per year, commensurate with experience
- A defined benefit pension plan
- Professional development and training opportunities
- 20 days' vacation leave per year
- A paid winter holiday office closure in addition to vacation leave
- All provincial and federal statutory holidays
- Time off in lieu arrangements
- Up to 15 days paid sick leave per year
- A benefits package, which includes life, critical illness, and long-term disability insurance, and dental and extended health benefits
- A staff team of diverse backgrounds who are committed to the rights of migrant workers and passionate about immigration/employment law reform

We anticipate that the Intake Manager 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.

HOW TO APPLY:

Please submit your resume and cover letter by email only, no later than Thursday, June 1, 2023 at 11:59 pm to jon@mwcbc.ca, Attn: Legal Director.

While all applications are considered, only those applicants selected to be interviewed will be contacted.

MWC is an equal opportunity employer and encourages candidates with lived experience and/or those from equity-seeking groups to apply. We invite you to mention these factors in your cover letter.