



Internal/External Legal Advocate



POSITION: Legal Advocate (Part-time, Permanent)
DEPARTMENT: Family and Settlement Services
PROGRAM: Legal Advocacy Program
REPORTS TO: Senior Manager, Family and Settlement Services

POSITION FUNCTION:

Under the supervision of the Manager of Community and Advocacy, Legal Advocate provides direct service, advocacy, representation, summary advice, and referrals to immigrants, refugees and newcomers with particular focus on poverty law; works with MOSAIC staff, community agencies and institutions, including negotiating with government departments and networking with advocacy groups.

MINIMUM QUALIFICATIONS

- Excellent knowledge of Poverty Law regulations and policies, familiarity with family law as well as Immigration Act regulations and policies;
- Excellent knowledge of legal community and social-legal services available to immigrants, refugees and newcomers;
- Good understanding of newcomer legal issues and concerns;
- Bachelor's Degree in Law or in Humanities or a University Degree coupled with Certificate of Paralegal Program, Conflict Resolution, and Community Development;
- Several years of experience in working in all aspects of legal and or advocacy programs
- Strong skills in conflict resolution, advocacy, and problem-solving;
- Strong communication skills (verbal and written) in English;
- Highly organized, detail-oriented, tactful, versatile, and flexible;
- Ability to organize, prioritize, and multitask;
- Ability to work independently with minimal supervision;
- Able to work with other MOSAIC programs and services; and
- Ability to work flexible hours, and to work under pressure.

OTHER REQUIREMENTS

- Current and satisfactory Criminal Record Check

HOURS: 7 hours/week
STARTING PAY (level 1): \$ 21.20
TERM: Permanent position; six months probationary period



RESUMES TO:

MOSAIC

ATTN: **John Dubé**, Senior Manager, at jdube@mosaicbc.org

Please reference “Legal Advocate” in the subject line of your application (résumé and cover letter via email).

No telephone calls please.

DEADLINE:

March 26th, 2018 by 5:00 pm

NOTE:

Only those selected for an interview will be contacted.

Posting Date:

March 12th, 2018

