

August 23, 2022

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## **Title: Wills & Estates Paralegals (Lower Mainland, Prince George, Nanaimo, Kelowna/Kamloops)**

Seniors First BC is a non-profit organization dedicated to promoting the legal rights of older adults and working towards the eradication of elder abuse.

We are looking for paralegals on a contract-basis to assist the Elder Law Clinic lawyers, with Wills drafting in the Lower Mainland, Nanaimo, and Kelowna (one per location).

### **Required skills:**

- Draft Advance Planning instruments (Wills, Powers of Attorney, Representation Agreements) from lawyers' notes
- Create Advance Planning precedents (templates with fields) from lawyers' previous documents.
- Has experience communicating with clients and is comfortable doing so.
- Experience with Adobe Acrobat Reader, MS Teams/ Zoom.

### **Time commitment:**

- 10-20/month
- 6-month. The contract may be extended subject to funding.

Please send your application (resume/cover letter) including your availability to Marie-Noel Campbell, Executive Director at [mncampbell@seniorsfirstbc.ca](mailto:mncampbell@seniorsfirstbc.ca) as soon as possible. Applications will be reviewed on a rolling basis until suitable candidates are found.

**Rate:** \$40-50/hour based on experience