



# Job Posting: Supervising Lawyer – Administrative Law Specialist

**Position:** Supervising Lawyer – Administrative Law Specialist (0.5 – 0.9 FTE)

**Term:** April 1, 2022 to May 5, 2023, with possibility of renewal

**Location:** Anywhere in BC

**Salary/Wage:** \$100,000/year, prorated to FTE level (see below)

**Posting:** January 10, 2022 to February 4, 2022

Access Pro Bono seeks an experienced administrative law practitioner to work half-time or more for thirteen months with a team of several other contract lawyers, to instruct, support and supervise the Everyone Legal Clinic's pilot year group of 25 articling students and five notary clinicians.

## Everyone Legal Clinic

Launching in May 2022, the Everyone Legal Clinic is a BC-wide and first-of-its-kind public interest law incubator. Part of the Law Society of BC's Innovation Sandbox, the Clinic will train and support new generations of lawyers, articling students, and notaries in offering a full range of free and affordable legal services to everyone in BC—wherever they're located.

*Information on the Clinic's mission and structure is available here:*

<https://www.accessprobono.ca/program/everyone-legal-clinic>

## Supervising Lawyer Role

This is an exciting opportunity for a forward-thinking administrative lawyer to play a role in nurturing BC's next generation of social justice lawyers. A team of specialist Supervising Lawyers will steward the professional

development of the Clinic's pilot group of articling students and notaries. Each Supervising Lawyer will be responsible for developing and delivering an aspect of the Clinic's remote training program, and for remotely supervising articling students as they engage in pro bono, reduced rate, fixed fee/unbundled, and full representation file work.

The Clinic's articling year is divided into two semesters: the learning semester and the service semester. During the learning semester, each Supervising Lawyer will be responsible for developing and delivering a training program module in their area of expertise. The Administrative Law Specialist will be responsible for training articling students in the areas of administrative law and poverty law. As a whole, the training program will cover the following:

- Substantive legal knowledge and skills in areas involving “everyday legal problems”, including family, wills and estates, employment, tenancy, consumer, criminal, contracts, human rights, mental health, child protection, strata, real estate conveyancing and immigration law;
- Practice management skills: marketing and communications basics, unbundling legal services, business planning, client development, legal technology, trust accounting, wellness and risk management; and
- Trauma-informed and culturally competent legal practice.

During the service semester, Supervising Lawyers will support students to launch their high-volume fee-charging practices, and will provide remote supervision for all work product and legal services. Students will provide fixed-fee, “low bono”, legal aid and full-rate legal services locally and remotely to clients referred by Access Pro Bono and other legal service organizations.

Supervising Lawyers will also participate in the development and implementation of Clinic policies with respect to service menus, conflicts of interest, client eligibility, post-Clinic client services, lawyer/clinician fee splitting for complex full representation cases, and other policies as needed.

## Qualifications, Experience and Skills

- LLB or JD, with Law Society of BC membership in good standing.
- 5+ years of experience actively practicing administrative law
- Intersectional and/or complementary experience practicing in one (or, preferably, more than one) of the following areas of law: poverty, family, child protection, wills and estates, employment, human rights, tenancy, strata, consumer, contracts, immigration and mental health
- Demonstrated experience developing and delivering legal subject matter instruction for lawyers, advocates and/or law students
- Experience providing unbundled and fixed fee legal services, including developing unbundled service menus
- Experience working with colleagues and clients virtually (over email, telephone, and videoconferencing platforms such as Zoom).
- Experience supervising the work of legal advocates, articling students, and/or junior lawyers
- Demonstrated commitment to serving the legal needs of disadvantaged people
- Superior knowledge of trauma-informed and culturally competent legal practice
- Excellent oral and written advocacy skills
- Strong record-keeping skills, including utilizing legal case management and reporting software
- Experience launching and managing a solo or small firm practice a significant asset
- Strong commitment to legal ethics, demonstrated through knowledge, practice and professional responsibility

## Compensation

Supervising Lawyer compensation will be prorated on a 1.0 FTE \$100,000/year salary. During the learning semester, compensation will be based on hours worked. During the service semester, the Supervising Lawyer role will convert to half-time or more. Access Pro Bono will work with Supervising Lawyers to create a flexible work schedule that best suits the Supervising Lawyer and their private practice needs.

## Equity, Diversity and Inclusion

Access Pro Bono seeks to hire Supervising Lawyers who together represent the full diversity of BC's population. Access Pro Bono may give preference to applicants who self-identify as a member of one of more of the following groups: Indigenous people, persons with disabilities, LGBTQ2S+ people, and people of colour/racialized people. We encourage applicants to self-identify in their application if they feel comfortable doing so.

## Application Process

Interested candidates should apply no later than February 4, 2022, via the online application form available here: <https://formfaca.de/sm/Vo8yphmwh>



Questions regarding the job posting and/or application process may be emailed to Jamie Maclaren QC (he/him), Access Pro Bono's Executive Director, at [jmaclaren@accessprobono.ca](mailto:jmaclaren@accessprobono.ca). No telephone calls please.

Access Pro Bono's Selection Committee will consider applications as they are received. Although we thank all applicants for their interest, only those applicants selected for interview will be contacted after the posting period.

