

Seeking an ARTICLING STUDENT

Seniors First BC Society (SFBC) is a not-for-profit organization which provides services to older adults, including legal services for those who are in need of legal assistance or who are vulnerable to abuse and cannot afford to hire a lawyer. SFBC consists of a range of seniors, service providers, academics and professionals who work collaboratively to promote access to justice, and to empower individuals through the provision of information, education and advocacy.

To learn more about SFBC's mission, programs and community engagement, please visit www.seniorsfirstbc.ca

We are looking for an enthusiastic and dynamic person to join the team as an Articling Student for September 2022. Seniors First encourages applications from students with multiple language skills and lived experience as part of communities that experience historical patterns of discrimination in Canada. We are seeking an individual deeply committed to the rights and needs of all seniors, elders and older adults.

Job description

Under the supervision of the Executive Director, the Articling Student will work in providing legal advice, support and services to SFBC's Elder Law Clinic (ELC) in the areas of wills and estates, civil litigation, housing, healthcare and other areas of law impacting seniors in BC. This may include:

- Assessment of files referred to the ELC, identifying legal issues, conducting research, and preparing relevant briefing notes or summaries for follow up
- A continuum of client services, including obtaining information, referrals, completion of forms, and preparing submissions on behalf of a client
- Assisting in file management practices, including entering file information in the IMP system, communicating updates to clients and performing necessary
- Performing legal research on systemic and procedural issues, and drafting legal pleadings, letters and written submissions under the instruction or supervision of the legal team

Qualifications

- Legal clinic (i.e. LSLAP), non-profit community involvement, and advocacy and/or volunteering experience is an asset, but not required.
- Pre-law background in work, education or volunteer activity with seniors and/or low-income communities an asset.

Skills and abilities

- High level of patience and integrity
- Excellent communication skills, and ability to converse with older adults in a courteous and compassionate manner, both on the phone and in person
- Multiple language skills an asset
- Ability to work as a member of a team, while also able to be self-directed, and follow instructions and work with minimal supervision
- Proficiency with Microsoft programs including Teams
- Detail-oriented and organized, and able to multi-task and set priorities
- capacity for discretion and confidentiality

To apply

To apply, please submit the following materials to alison@seniorsfirst.ca with the subject line "Application for Articling Position at SFBC" by May 10th, 2022. (But please contact us after that date if you see this posting late as we may accept applications until we find the right student for SFBC)

- Resume and cover letter
- Law school transcripts (unofficial are acceptable)
- Legal writing sample of no more than 10 pages (Please provide pre-existing materials! excerpts are acceptable)
- Names and contact information for 2 references (please do not send reference letters)

SFBC is committed to making our work and workplace more inclusive, equitable and accessible to all seniors living in BC.

Job Title: Articling Student

Reports to: Executive Director and SFBC Legal Team

Start: September 2022

Salary: \$60,000 plus benefits

We thank all applicants for taking interest and applying for this position. Only those offered an interview will be contacted.