

June 4, 2009



PRO BONO LAW OF BC EMPLOYMENT OPPORTUNITY

Roster Program Manager (P/T or F/T)

Pro Bono Law of BC (PBLBC) is **seeking a paralegal or an experienced administrative professional with a law degree for the part- or full-time position of Roster Program Manager.** PBLBC is an independent charity based in Vancouver and formed by the Law Society of BC and the BC Branch of the Canadian Bar Association to facilitate and deliver pro bono legal services to individuals and non-profit organizations of limited means. Further information on PBLBC is available at www.probononet.bc.ca.

Reporting to the Executive Director, you will be the first line of contact for members of the public and community organizations seeking pro bono services from PBLBC, and for lawyers seeking to provide pro bono services through PBLBC. You have a high level of proficiency with Microsoft Office, a basic understanding of legal case management databases, excellent communication and business writing skills, and can see projects through to completion with minimal direction. A high level of professionalism and confidentiality is crucial to this role.

You will be responsible for a variety of functions, including the initial screening of cases to determine eligibility for PBLBC's Roster Program, coordinating all Roster Program referrals and matches, acting as a liaison to both pro bono clients and pro bono lawyers, working in collaboration with other pro bono service providers, establishing and maintaining relationships with law firms, and recruiting lawyers interested in providing pro bono services. You will also monitor and document the status of cases matched with roster lawyers, and provide support to roster lawyers as needed.

A background in project management, knowledge of court procedures, knowledge of community resources, experience in the pro bono or poverty law fields, and a demonstrated commitment to the advancement of social justice are all valuable assets.

In return, PBLBC offers an inclusive and collaborative work environment, four weeks vacation in the first year of employment, and a competitive salary for this 30-40 hours per week position.

Interested candidates should respond to Jamie Maclaren, Executive Director by June 26, 2009 (fax to (604) 893-8934 or email to jmaclaren@probononet.bc.ca) with a resume and cover letter, stating salary expectations. No telephone calls please.

Although we thank all applicants for their interest, only those candidates selected for interviews will be contacted.