



**Legal  
Services  
Society**

Providing legal aid  
in British Columbia  
since 1979

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**Administrative Legal Assistant, Indigenous Services & LSS Initiatives (Casual)**

Competition No: B003-19

Salary: \$23.12 - \$26.39

**The Opportunity**

**Located at LSS' Vancouver Regional Centre, this position** will work with management and the department related to the Parents Legal Centres (PLCs), a child protection service, other Indigenous services and LSS initiatives.

**This is a temporary casual position that is vacant now until approximately July 5, 2019, which may be cut short or extended pending the return of the regular incumbent.**

**Who We Are**

The Legal Services Society provides legal aid to people with low incomes in BC. As a non-profit organization, our goal is to provide legal information, advice, and representation services to some of BC's most vulnerable and marginalized citizens: those who do not have the financial, educational, social or health resources to effectively access the justice system when their families, freedom, or safety are at risk.

**The Ideal Candidate**

You have a grade 12 education supplemented by business and/or legal secretarial and a minimum of two (2) years relevant experience as a legal assistant. You have strong knowledge of Indigenous issues, cultures as well as Indigenous community groups and agencies. You are familiar with the structure and history of Indigenous communities within BC and the current issues affecting Indigenous communities and child welfare issues. **Preference will be given to applicants of aboriginal ancestry that meet the requirements for the position.**

If you are interested in joining us – visit our careers page for the full job posting at [www.lss.bc.ca](http://www.lss.bc.ca) and apply now!

*We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. The Legal Services Society is committed to building a skilled, diverse workforce reflective of Canadian Society. We are committed to employment equity and encourage applications from indigenous people, visible minorities, women and persons with disabilities.*