

LEGAL AID BC EXEMPT POSTING

TO: LABC STAFF

FROM: HUMAN RESOURCES DEPARTMENT

POSITION: LEGAL AND GOVERNANCE COORDINATOR

ONE REGULAR FULL-TIME POSITION - VANCOUVER

COMPETITION NO: E045-25

DATE POSTED: November 10, 2025

CLOSING DATE: November 28, 2025

STARTING DATE: ASAP

SALARY: \$90,681 to \$114,938 (As per the Excluded Professional Salary Scale)

HOURS OF WORK: 35 hours per week, Monday to Friday

Legal Aid BC is in the early stages of, and committed to a transformative journey to embedding Truth and Reconciliation, and Equity, Diversity, and Inclusion in all aspects of our work. We seek talent from equity-seeking groups, including but not limited to individuals who self-identify as First Nations, Inuit, or Metis descent, persons with diverse abilities, gender diverse, racialized, and members of the 2SLGBTQIA+ community be a part of this exciting stage of Legal Aid BC’s growth. We care deeply about the culture we are building and are looking for staff members who not only excel in their respective areas but are also passionate about supporting the people we serve and each other. If this resonates with you, we encourage you to apply. All interested and eligible applicants will be considered with due consideration to all protected grounds under the BC Human Rights Code. If we can do anything to make your application experience a positive and equitable one, we want to hear from you on what we can do better.

PRIMARY FUNCTION: The Legal and Governance Coordinator plays a crucial role in the General Counsel Office, supporting legal department and governance functions as well as providing research, drafting and related support functions. A central component of the role is the support of the Board of Directors. As a board-facing position, it ensures the integrity of Board records, compliance with governance requirements, and the effective coordination of corporate secretarial functions. Managing highly sensitive personnel, financial, and strategic matters, this role demands sound judgment, discretion, and exceptional multitasking abilities.

The ideal candidate will bring a commitment to serving the diverse communities of British Columbia including a dedication to equity, diversity, and inclusion, and truth and reconciliation with indigenous peoples.

The following job duties are illustrative examples, and shall not be construed as an exhaustive description of all the work requirements that may be inherent in the job.

VALUES STATEMENT:

Our commitment to the principles of fundamental justice embedded in the *Charter of Rights and Freedoms*, and to Truth and Reconciliation, and Equity, Diversity, and Inclusion is ambitious and foundational. It informs everything we do, as we defend liberty, equality, autonomy, and dignity; as we dismantle colonization, racism, sexism, transphobia and homophobia, and all discrimination. These are our values, and they inform our hiring practices too. Our business is aiding people in severe legal distress and necessitates internal and external alignment of practicing these values. Integrating Truth and Reconciliation, and Equity, Diversity, and Inclusion throughout every aspect of Legal Aid BC is critical to building that culture, and we prioritize ongoing resources to achieve that goal.

KEY ACCOUNTABILITES:

Corporate Secretarial Support

- Reporting to the General Counsel and Corporate Secretary, lead key corporate secretarial functions including the preparation, and distribution of Board and committee materials, ensuring timely delivery, security, and confidentiality.
- Develop and maintain forward calendars for the Board’s business.
- Coordinate with personnel from across the organization to ensure the timely delivery of reports and materials for the Board and its committees.

- Maintain and secure sensitive board records including records of in camera meetings and decisions concerning sensitive personnel and labour relations matters.
- Correspond with members of the Board of Directors in relation to administrative and logistical matters, employing tact and professionalism.
- Maintain up-to-date corporate records for the Board of Directors, per direction from the General Counsel and Corporate Secretary including minutes, resolutions, and other official records.
- Support the Corporate Secretary in ensuring compliance with statutory and regulatory requirements.
- Assist in the development and implementation of the Board's education, training and development program.
- Assist in the recruitment, assessment, and recommendation of candidates for appointment to the Board, working in collaboration with staff from external appointing bodies
- Attend Board of Directors and committee meetings to record accurate minutes and assist with meeting logistics.
- Monitor and report on board-relating spending and financial planning.
- Prepare draft minutes of Board and Committee meetings for approval.

Legal Support

- Prepare and draft correspondence, documents, and reports for the General Counsel Office in relation to a variety of matters including litigation, sensitive and confidential labour relations and employment matters such as grievance handling, labour arbitration, human rights complaints, WorkSafe complaints and investigations, and collective and bargaining support.
- Assist in the General Counsel Office strategic planning and prioritization.
- Coordinate with external counsel and other legal professionals, managing the flow of information and documentation.
- Analyze invoices and billing, provide analysis and reports on the efficiency and utilization of external counsel and contracted services
- Exercise sound judgment in the application of corporate policies and legislative standards to the overall functioning of the General Counsel Office.
- Conduct research and compile information to support the General Counsel Office.
- Prepare presentation materials, reports, and memoranda on all matters of relevance to the General Counsel and Executive Office.
- Lead initiatives and special projects as assigned by the General Counsel Office across internal departments or with external interested parties.
- Maintain the legal department's records and file systems including the periodic archiving and purging of files and overseeing the deleting/destruction of records in accordance with retention policies.

Freedom of Information

- Assist the General Counsel Office in responding to Freedom of Information requests by retrieving and processing records under the direction and supervision of the General Counsel and/or Senior Counsel.
- Maintain the system for tracking the status and progress of FOI requests and keep up to date records of all matters concerning the processing of requests.
- Exercise independent judgment, decision-making, and discretion with respect to the handling and processing of information requests.
- Ensure timely and accurate processing of FOI requests, maintaining compliance with statutory deadlines and organizational policies.
- Collaborate with internal departments to gather relevant documents and information required for FOI purposes.

Required Education, Skills & Experience

- Post secondary degree in paralegal studies, public administration, business administration, corporate governance, or a related field.
- Minimum 3 years' experience in a business, management, or governance support role.
- Strong organizational and time management skills, with the ability to prioritize task effectively.
- Demonstrated ability to work with senior Directors and Officers and manage confidential information.
- Experience supporting executives and/or boards of directors with knowledge of governance practices and compliance, an asset.
- Familiarity with the justice system, as well as BC public sector or governmental organizations, an asset.
- Excellent English-language written and verbal communication and interpersonal skills, with a collaborative, team-oriented approach.
- Experience with freedom of information and privacy as it applies to organizations in the BC public sector, an asset.
- Demonstrated commitment to equity, diversity, and inclusion, as well as truth and reconciliation with Indigenous Peoples. Proficiency in Microsoft Office 365 products (Word, Excel, PowerPoint) and collaboration tools such as SharePoint and MS Teams.

We offer (based on your employment status and affiliation):

- Four weeks paid vacation to start that grows the longer you are with LABC
- An excellent employee benefits package, where premiums are 100% paid by LABC
- A generous defined benefit pension plan
- Support for training and development
- An Employee and Family Assistance program
- The opportunity to participate in various Employee programs (Employee Wellness, etc.)
- Support for a healthy work/life balance
- Generous leave provisions (sick time, special leaves)
- 13 paid statutory holidays
- An opportunity for a flexible hybrid work arrangement for some positions (LABC reserves the right to change this policy at any time)
- Transit friendly employer for eligible staff to have their commute subsidized
- Dog-friendly offices
- Dedicated Cultural Leave provisions for Indigenous employees
- An Equity, Diversity and Inclusion Council, and Indigenous employees Council and Accessibility Committee of employees from equity-seeking groups that advises on ongoing improvements and investments in Equity, Diversity and Inclusion at our workplace

VISIT OUR WEBSITE AT www.legalaid.bc.ca

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted.