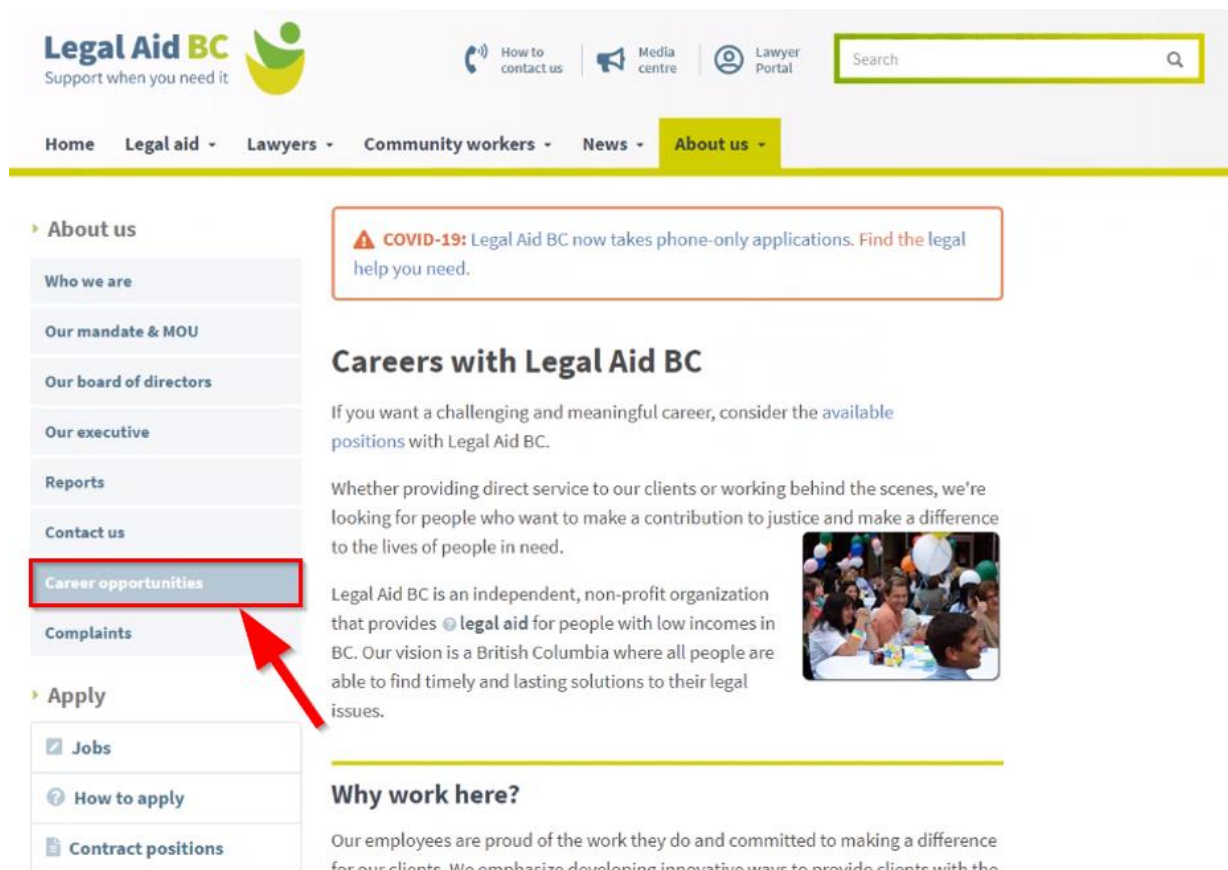


## Applying for Jobs at Legal Aid BC – External Candidates

In this guide, you will learn how to apply for jobs using Dayforce Careers as an external applicant.

1.) Click on **Career Opportunities**.



The screenshot shows the Legal Aid BC website. The header includes the logo, navigation links (Home, Legal aid, Lawyers, Community workers, News, About us), and a search bar. A COVID-19 notice is displayed. The left sidebar contains a menu with 'Career opportunities' highlighted and a red arrow pointing to it. The main content area features the heading 'Careers with Legal Aid BC' and a description of the organization's mission and vision.

**Legal Aid BC**  
Support when you need it

How to contact us | Media centre | Lawyer Portal

Search

Home Legal aid Lawyers Community workers News **About us**

► About us

- Who we are
- Our mandate & MOU
- Our board of directors
- Our executive
- Reports
- Contact us
- Career opportunities**
- Complaints

► Apply

- Jobs
- How to apply
- Contract positions

**COVID-19:** Legal Aid BC now takes phone-only applications. [Find the legal help you need.](#)

### Careers with Legal Aid BC

If you want a challenging and meaningful career, consider the available positions with Legal Aid BC.

Whether providing direct service to our clients or working behind the scenes, we're looking for people who want to make a contribution to justice and make a difference to the lives of people in need.


Legal Aid BC is an independent, non-profit organization that provides legal aid for people with low incomes in BC. Our vision is a British Columbia where all people are able to find timely and lasting solutions to their legal issues.


### Why work here?


Our employees are proud of the work they do and committed to making a difference for our clients. We emphasize developing innovative ways to provide clients with the


2.) Click on **Jobs**.

**Legal Aid BC**  
Support when you need it



 How to contact us

 Media centre

 Lawyer Portal

Home

Legal aid ▾

Lawyers ▾

Community workers ▾

News ▾

About us ▾

▸ Apply

☒ Jobs



 How to apply

 Contract positions

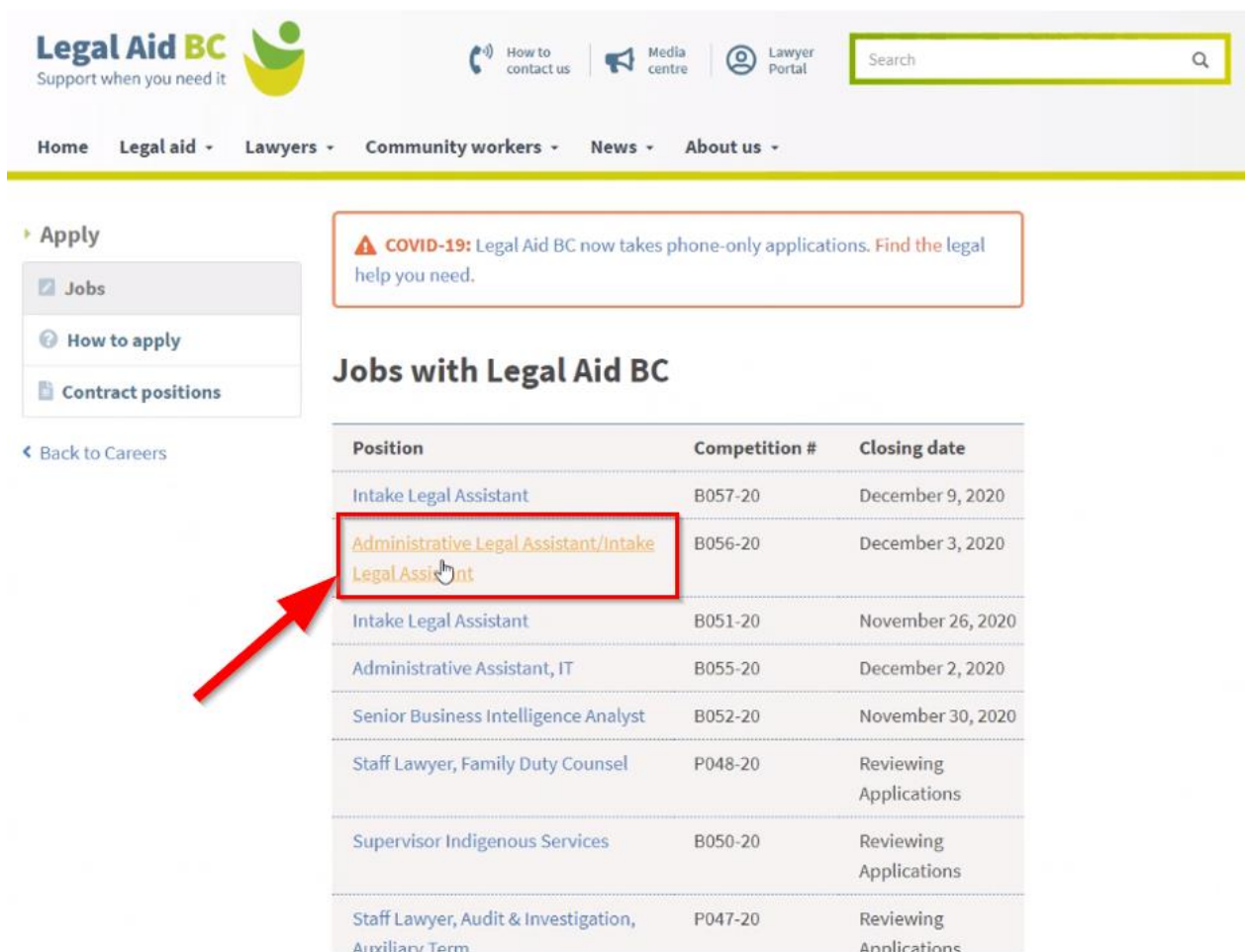
[◀ Back to Careers](#)

 **COVID-19:** Legal Aid BC now takes phone-only applications. [Find the legal help you need.](#)

## Jobs with Legal Aid BC

Position	Competition #	Closing date
Intake Legal Assistant	B057-20	December 9, 2020
Administrative Legal Assistant/Intake Legal Assistant	B056-20	December 3, 2020
Intake Legal Assistant	B051-20	November 26, 2020
Administrative Assistant, IT	B055-20	December 2, 2020
Senior Business Intelligence Analyst	B052-20	November 30, 2020
Staff Lawyer, Family Duty Counsel	P048-20	Reviewing Applications
Supervisor Indigenous Services	B050-20	Reviewing Applications
Staff Lawyer, Audit & Investigation, Auxiliary Term	P047-20	Reviewing Applications

3.) Click on the job title for more information and to view the job description.



**Legal Aid BC**  
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How to contact us | Media centre | Lawyer Portal

Search

Home | Legal aid | Lawyers | Community workers | News | About us

**Apply**

- Jobs
- How to apply
- Contract positions


[Back to Careers](#)

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### Jobs with Legal Aid BC

Position	Competition #	Closing date
<a href="#">Intake Legal Assistant</a>	B057-20	December 9, 2020
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<a href="#">Administrative Assistant, IT</a>	B055-20	December 2, 2020
<a href="#">Senior Business Intelligence Analyst</a>	B052-20	November 30, 2020
<a href="#">Staff Lawyer, Family Duty Counsel</a>	P048-20	Reviewing Applications
<a href="#">Supervisor Indigenous Services</a>	B050-20	Reviewing Applications
<a href="#">Staff Lawyer, Audit &amp; Investigation, Auxiliary Term</a>	P047-20	Reviewing Applications

4.) You will be redirected to Dayforce Careers. To see the full job description, click on “More”.



**Job Search** [Register](#) [Sign In](#)

## Job Search

Job Title, Keywords, Req ID  Select a Location  [Search](#)

Advanced Search

### Digital Delivery - Online Outreach Coordinator

Vancouver, BC, Canada Req #7

Posted: Monday, November 30, 2020

Digital Delivery - Online Outreach Coordinator PRIMARY FUNCTION: This position leads development of the Legal Aid BC (LABC) social media, web-based and online resources for public legal education, information (PLEI) and community outreach and it ensures that timely and accurate information about LABC services and resources is available to intermediaries and the public. This position is also responsible for educating and promoting LABC web-based and online resources. [More](#)

[Apply](#) | [Share](#)

### Strategic Planning & Policy - Senior Business Intelligence Analyst

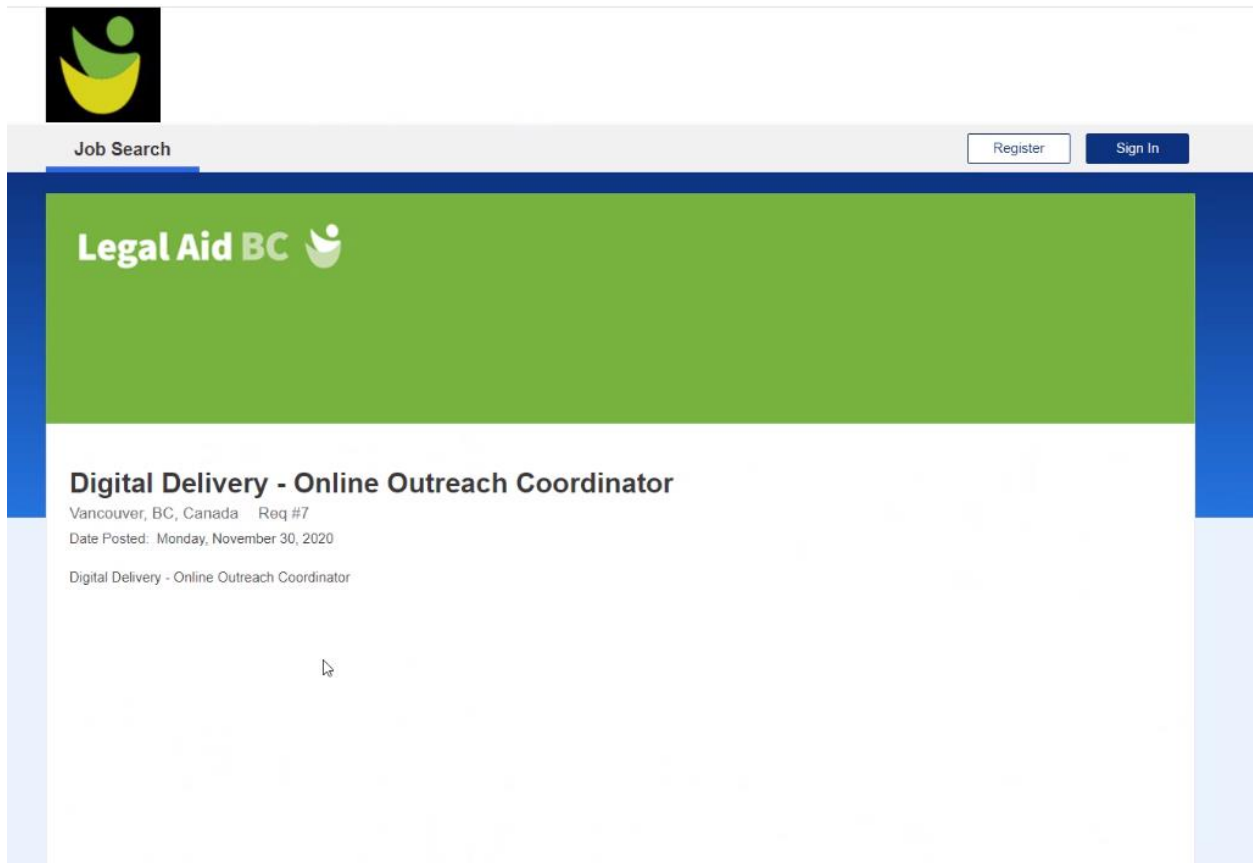
Vancouver, BC, Canada Req #6

Posted: Monday, November 30, 2020

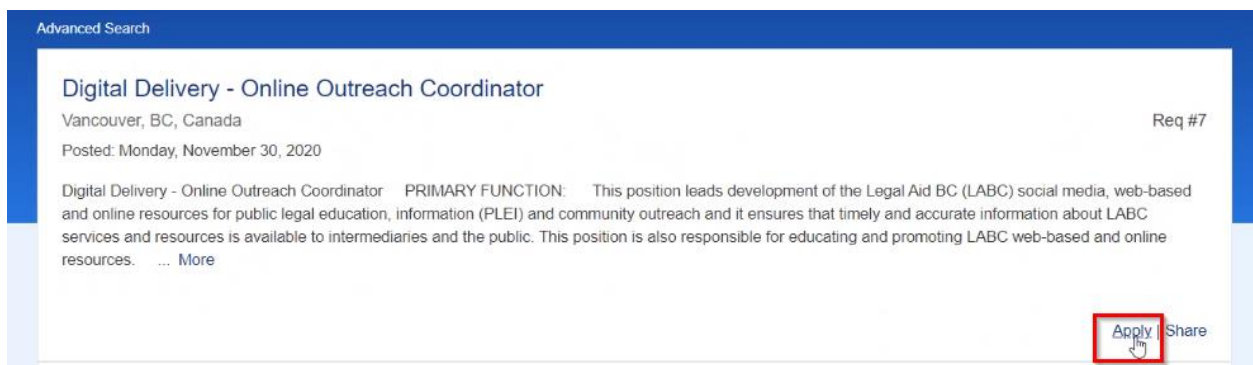
LEGAL AID BC POSTING TO: LABCASTAFF (cc: BCGEU) FROM: HUMAN RESOURCES DEPARTMENT POSITION: SENIOR BUSINESS INTELLIGENCE ANALYST ONE REGULAR FULL-TIME POSITION - VANCOUVER This position is on the modified work schedule

COMPETITION NO: B052-19 DATE POSTED: NOVEMBER 10, 2020 CLOSING DATE: NOVEMBER 30, 2020 STARTING DATE: ASAP SALARY: ... [More](#)

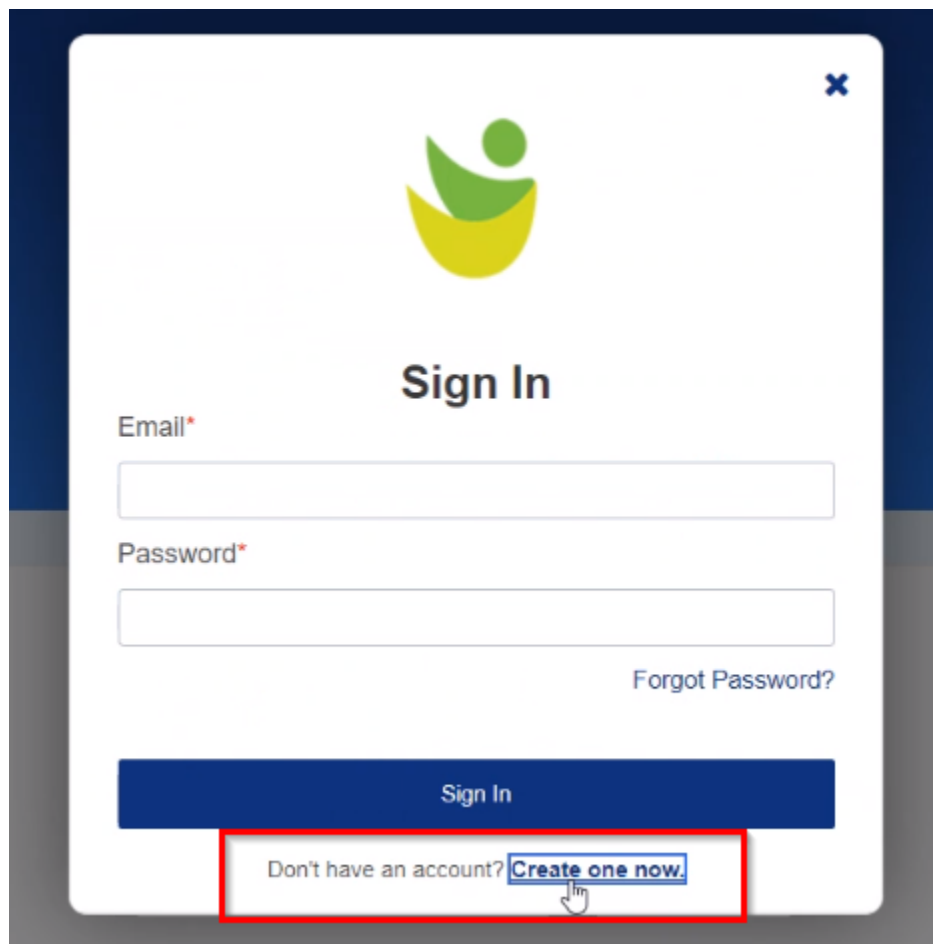
5.) Review the job description.




6.) When you're ready to apply for a specific role, click on "Apply".



7.) If you do not have an account, click on “Create one now.”



The image shows a 'Sign In' form with a logo at the top. The form includes fields for 'Email\*' and 'Password\*', a 'Forgot Password?' link, and a 'Sign In' button. At the bottom, there is a link 'Create one now.' which is highlighted by a red rectangular box. A mouse cursor is pointing at the 'Create one now.' link.



## Sign In

Email\*

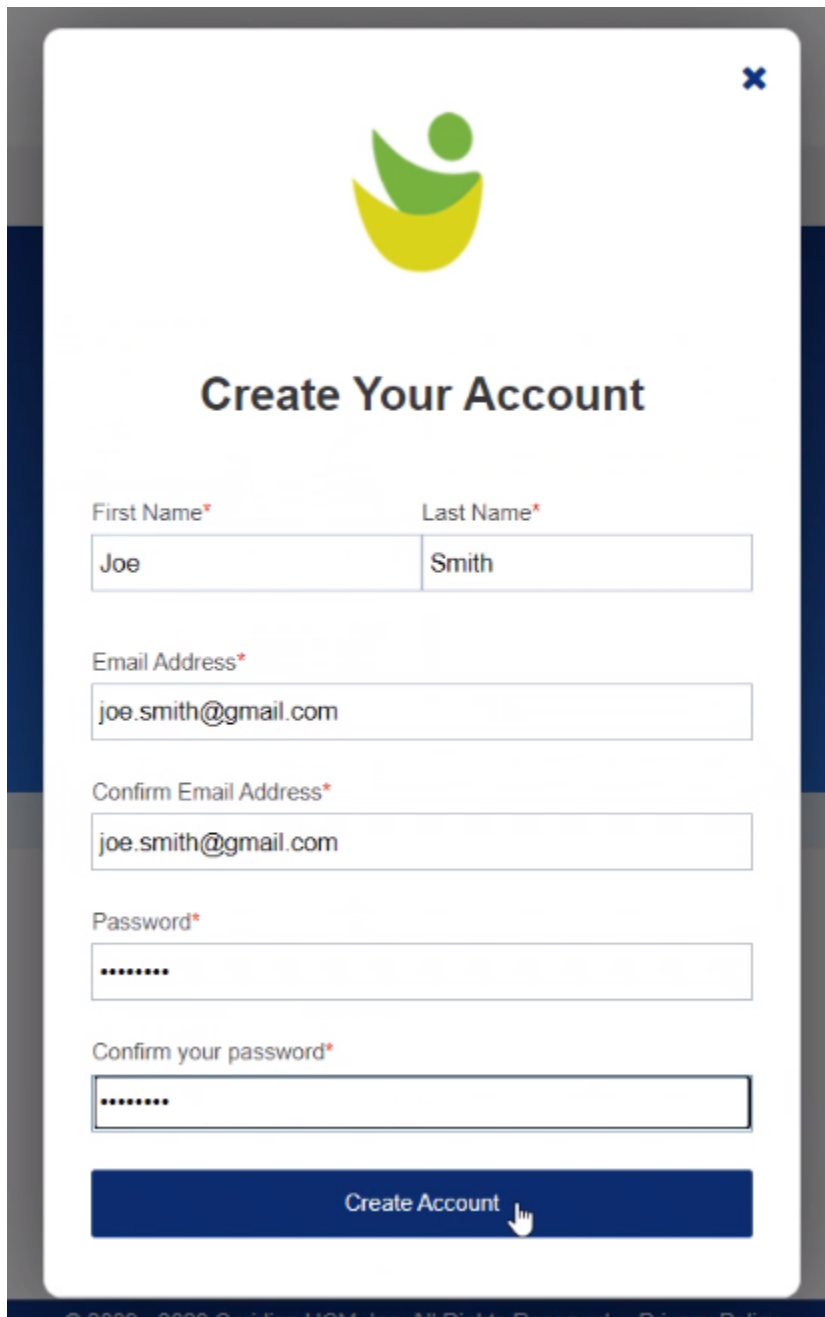
Password\*

[Forgot Password?](#)


[Sign In](#)

Don't have an account? [Create one now.](#)

8.) Enter the required information to create your account.



The image shows a 'Create Your Account' form with a logo at the top. The logo consists of a green circle above a yellow shape that resembles a stylized person or a cup. The form has a title 'Create Your Account' and a close button (X) in the top right corner. The form fields are: 'First Name\*' with the value 'Joe', 'Last Name\*' with the value 'Smith', 'Email Address\*' with the value 'joe.smith@gmail.com', 'Confirm Email Address\*' with the value 'joe.smith@gmail.com', 'Password\*' with masked characters '.....', and 'Confirm your password\*' with masked characters '.....'. A blue button labeled 'Create Account' is at the bottom, with a mouse cursor pointing at it. At the very bottom, there is a footer with copyright information: '© 2008 - 2020 Corbin LCM, Inc. All Rights Reserved. Privacy Policy'.



## Create Your Account

First Name\* Last Name\*

Joe Smith

Email Address\*

joe.smith@gmail.com

Confirm Email Address\*

joe.smith@gmail.com

Password\*

.....

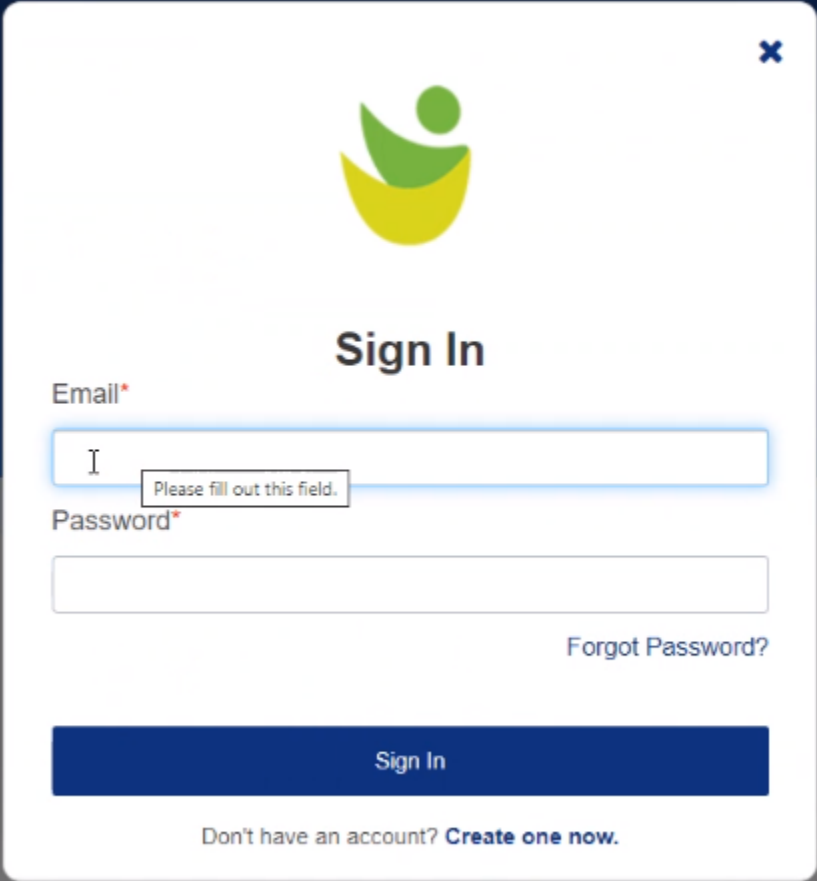
Confirm your password\*

.....


Create Account


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9.) If you already have an account, enter your email address and password to sign in.



The image shows a 'Sign In' form within a dark blue border. At the top center is a logo consisting of a green circle above a yellow and green abstract shape. Below the logo is the text 'Sign In' in a bold, dark font. Underneath is the 'Email\*' label followed by a text input field. A blue border highlights the email field, and a small tooltip box with the text 'Please fill out this field.' is positioned over it. Below the email field is the 'Password\*' label followed by a password input field. To the right of the password field is a link that says 'Forgot Password?'. At the bottom of the form is a large blue button with the text 'Sign In'. Below the button is the text 'Don't have an account? [Create one now.](#)'.





## Sign In

Email\*

Please fill out this field.

Password\*

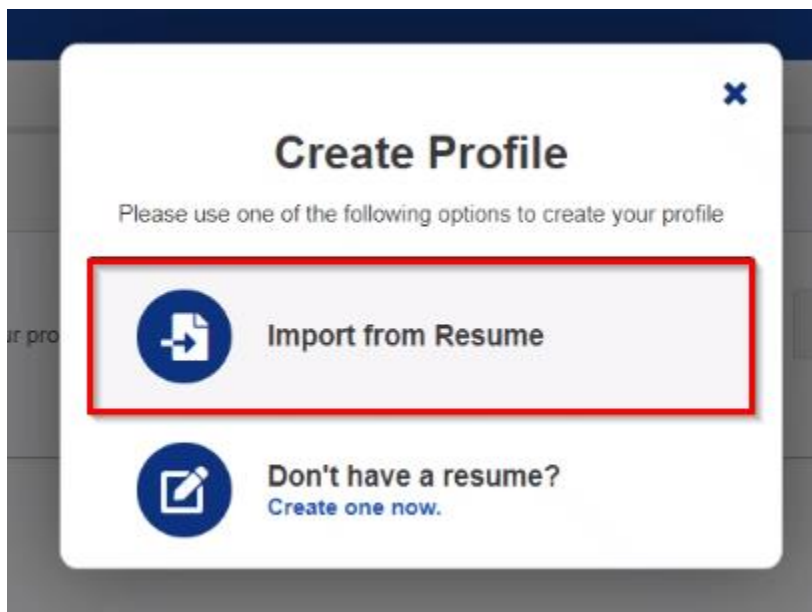
[Forgot Password?](#)

[Sign In](#)

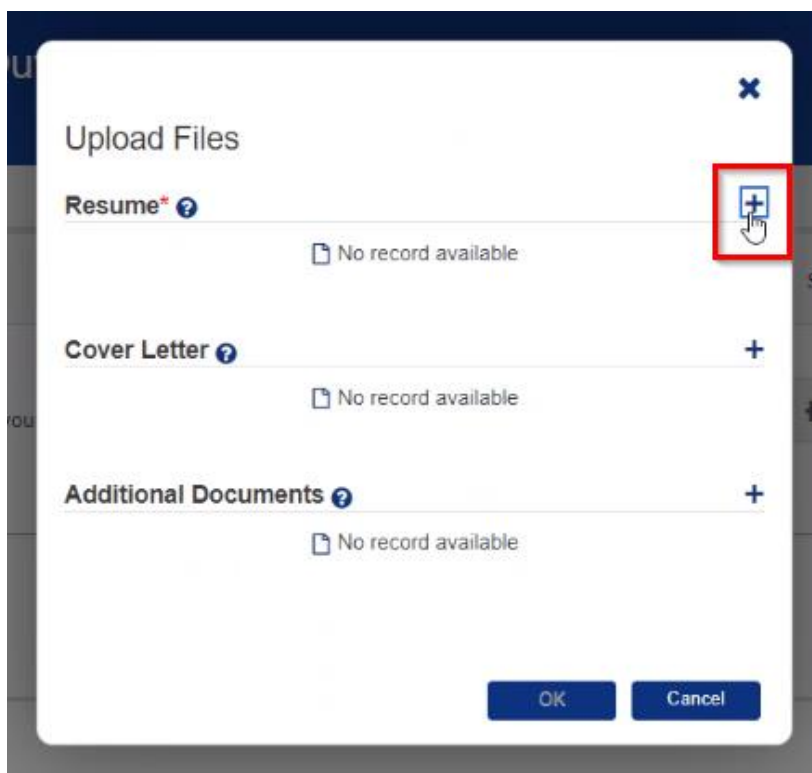
Don't have an account? [Create one now.](#)



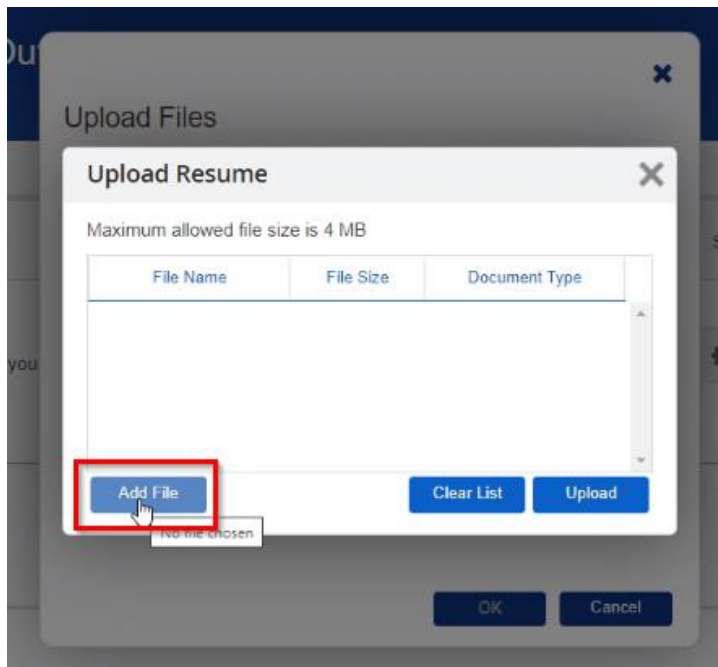
10.) To create your profile, click on “Import from Resume”.



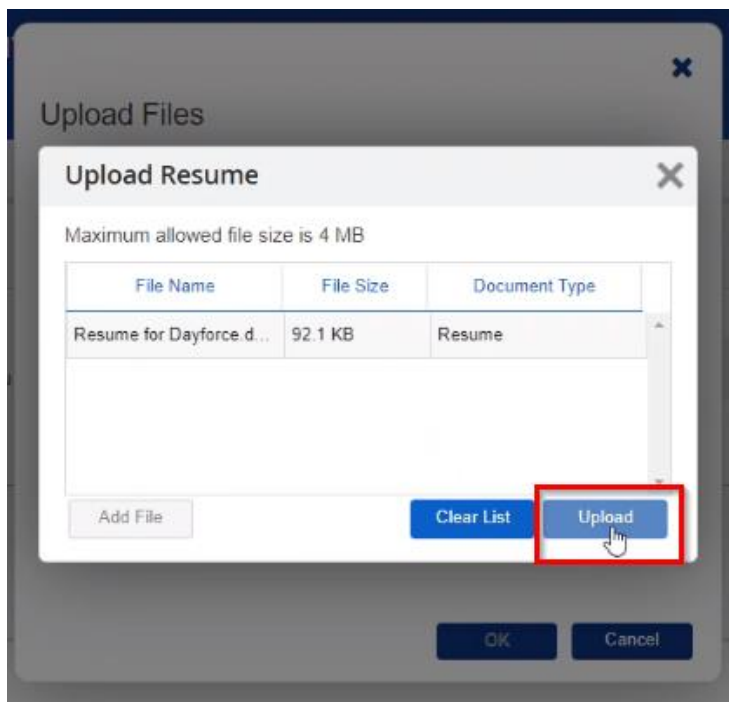
11.) Click on the + sign to upload your resume.



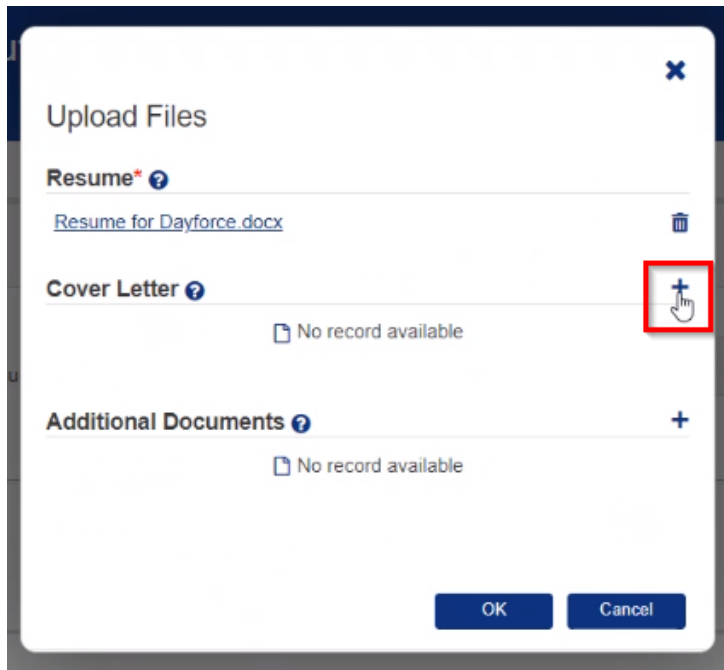
12.) Click on the **Add File** button to upload your resume.



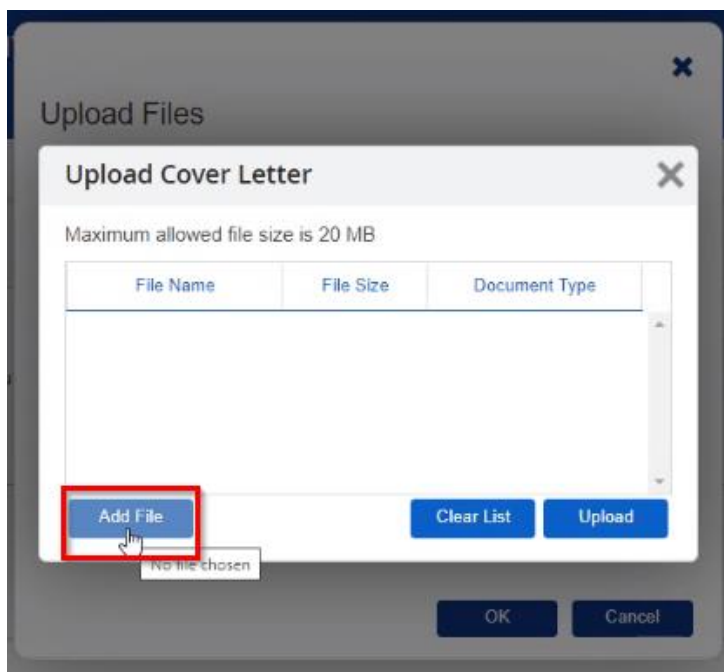
13.) Click on the **Upload** button.



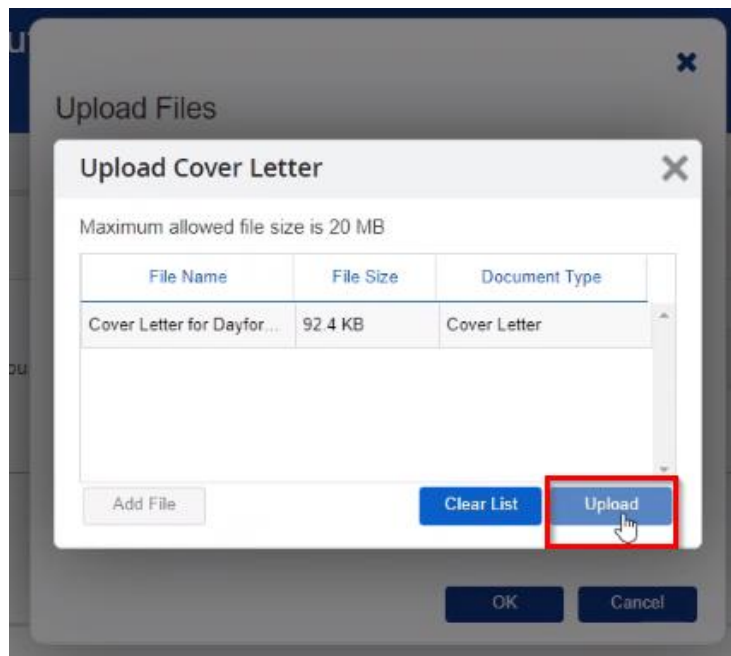
14.) Click on the **+** sign to upload your cover letter.



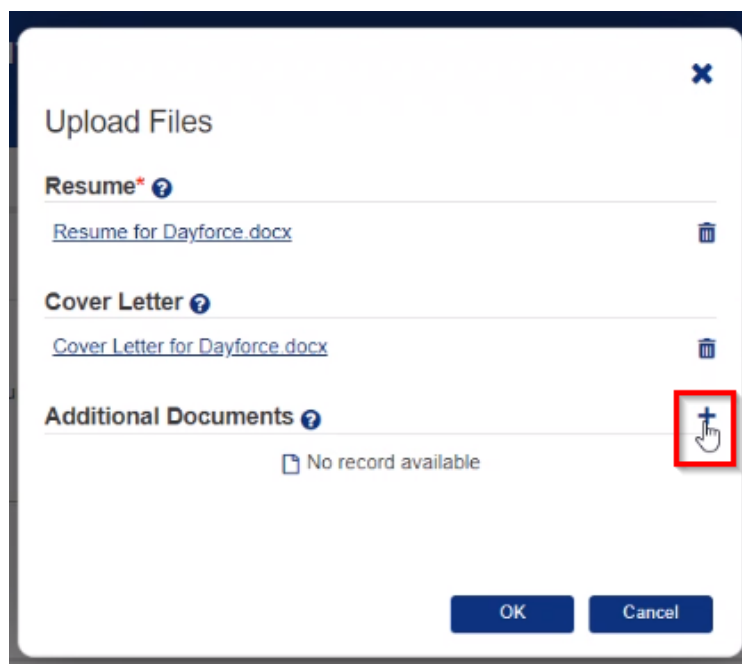
15.) Click on the **Add File** button.



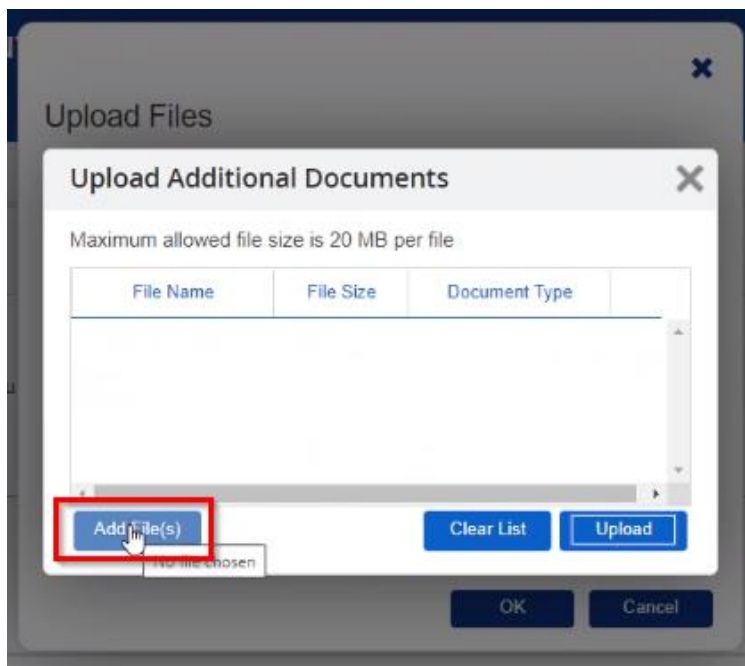
16.) Click on the **Upload** button.



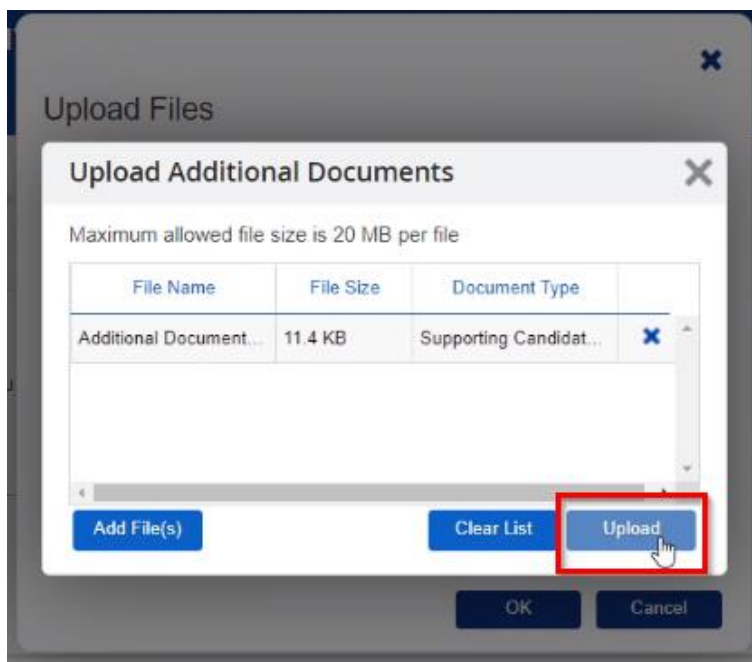
17.) Click on the **+** sign to upload additional documents (optional). Examples of additional documents include reference letters, transcripts, references, and certifications.



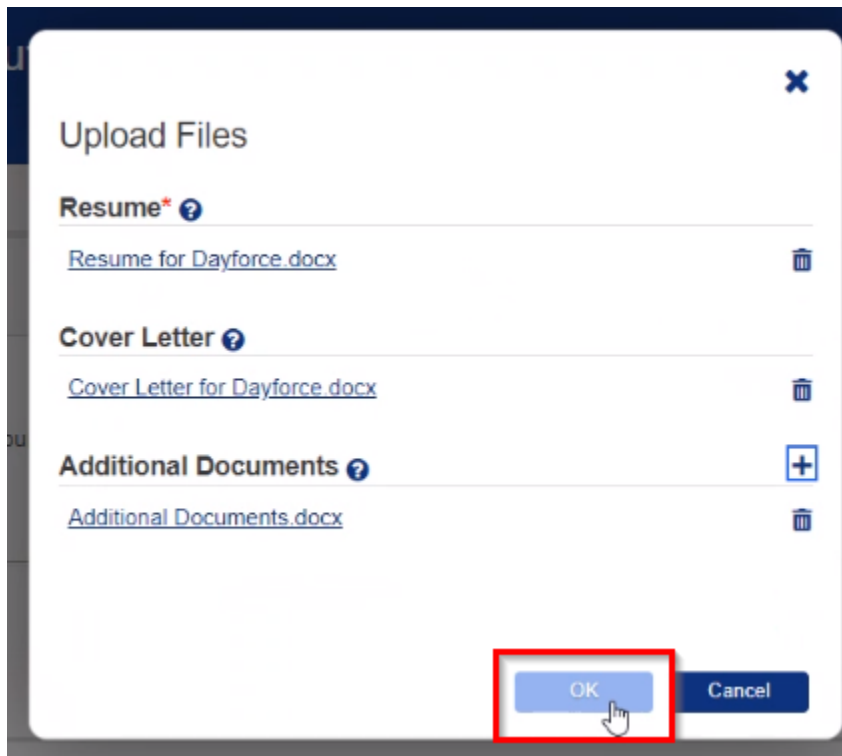
18.) Click on the **Add File** button.



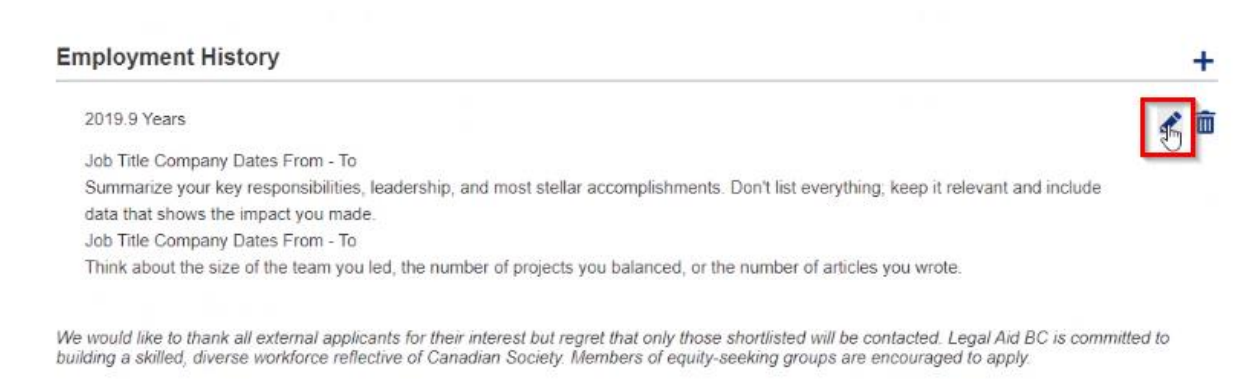
19.) Click on the **Upload** button.



20.) When you are finished uploading your files, click on the **OK** button to proceed.



21.) To edit your profile, click on the pencil button.





22.) To delete an item from your profile, click on the trash can icon.

**Employment History**

+

2019.9 Years





Job Title Company Dates From - To  
Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything, keep it relevant and include data that shows the impact you made.  
Job Title Company Dates From - To  
Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote.

*We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. Legal Aid BC is committed to building a skilled, diverse workforce reflective of Canadian Society. Members of equity-seeking groups are encouraged to apply.*


23.) When your profile is ready, click on the **Next** button.


**Resume**

 Resume for Dayforce.docx




**Cover Letter**


 Cover Letter for Dayforce.docx



**Additional Documents**

+



 Additional Documents.docx



**Education History**

+

**Bachelors**





Simon Fraser University  
Jan 2019

**Employment History**

+


2019.9 Years



Job Title Company Dates From - To  
Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything, keep it relevant and include data that shows the impact you made.  
Job Title Company Dates From - To  
Think about the size of the team you led, the number of projects you balanced, or the number of articles you wrote.

*We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. Legal Aid BC is committed to building a skilled, diverse workforce reflective of Canadian Society. Members of equity-seeking groups are encouraged to apply.*

Cancel

**Next**

24.) You may be prompted to complete required fields.

✖	First Name: value is required
✖	Last Name: value is required
✖	Phone Number: value is required
✖	Preferred Contact Method: value is required
✖	Start Date: value is required
✖	Position Title: value is required
✖	Employer Name: value is required
✖	Start Date: value is required

## Review

Please review the information in your profile before submitting the application.

 Replace Resume



## Personal Information

Prefix

First Name\*

First Name: value is required

Middle Name

Last Name\*

Last Name: value is required

Suffix

LinkedIn Profile



25.) Please complete the required fields and click on the **Next** button when you're ready.

Start Date*	End Date
<input type="text" value="11/9/2020"/>	<input type="text"/>
Start Date: value is required	
Country	State / Province
<input type="text"/>	<input type="text"/>
City	
<input type="text"/>	
Division / Dept.	Supervisor
<input type="text"/>	<input type="text"/>
Reason For Leaving?	
<input type="text"/>	
Duties and Responsibilities	
<input type="text" value="Job Title Company Dates From - To Summarize your key responsibilities, leadership, and most stellar accomplishments. Don't list everything; keep it relevant and include data that shows the impact you made."/>	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. Legal Aid BC is committed to building a skilled, diverse workforce reflective of Canadian Society. Members of equity-seeking groups are encouraged to apply.

<input type="button" value="Cancel"/>	<input type="button" value="Next"/>
---------------------------------------	-------------------------------------

26.) Review the Candidate Acknowledgement and click on the 'I Agree' button.

A progress bar at the top shows 'Review' as the current step (with a green checkmark) and 'Submit' as the next step (with an empty circle). Below the progress bar, the heading 'Submit Application' is followed by a paragraph: 'You are nearly finished. Review and confirm this employee application acknowledgment form. Once you are finished click the "Submit Application" button to complete your application.'

The 'Candidate Acknowledgement' section is separated by a horizontal line. It contains a paragraph: 'By continuing, you certify that the information given is true and complete and that in the event of employment you understand that any willful omission or misrepresentation may result in the termination of your employment. You also understand that this application is not intended to be a contract of employment. By continuing you authorize verification of all statements contained in your application as may be necessary in arriving at an employment decision. If you agree and would like to apply for a position, please select the 'I Agree' button below. Thank you for your interest.'

Below this paragraph is a button labeled 'I Agree to the Candidate Acknowledgement' with a small icon of a hand clicking a button. This button is highlighted with a red rectangular box.

At the bottom of the form, there is a paragraph: 'We would like to thank all external applicants for their interest but regret that only those shortlisted will be contacted. Legal Aid BC is committed to building a skilled, diverse workforce reflective of Canadian Society. Members of equity-seeking groups are encouraged to apply.'

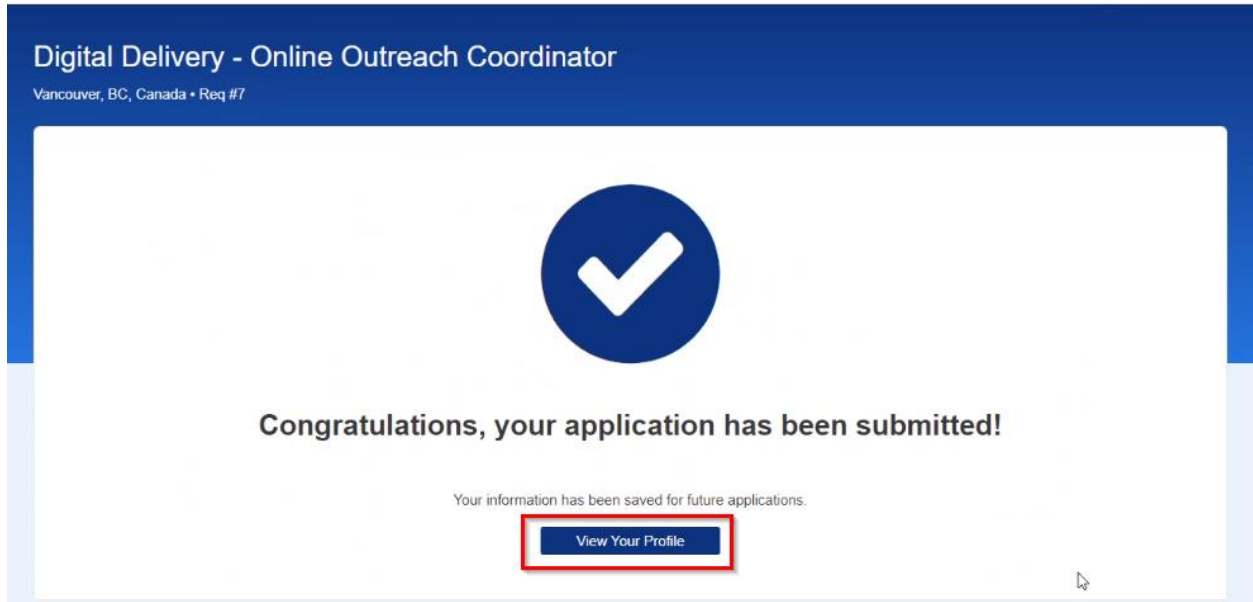
At the very bottom, there are three buttons: 'Cancel', 'Previous', and 'Submit'.

27.) When you're ready to submit your job application, click on the **Submit** button.

This screenshot is identical to the previous one, showing the 'Submit Application' page with the 'Candidate Acknowledgement' section. The 'I Agree to the Candidate Acknowledgement' button is still highlighted with a red box.

At the bottom of the form, the 'Submit' button is now highlighted with a red rectangular box, indicating the next step in the process.

28.) You have submitted your application. To review your application, click on the **View Your Profile** button.



If you encounter any issues during the job application process, please contact Human Resources at [humanresources@legalaid.bc.ca](mailto:humanresources@legalaid.bc.ca).

We would like to thank you for your interest in working with Legal Aid BC.