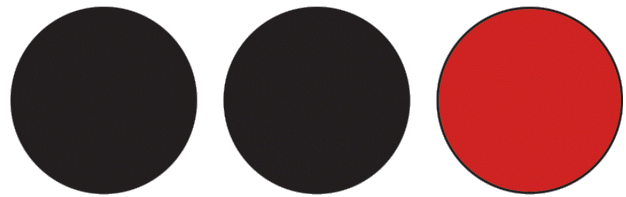




**BATTERED WOMEN'S  
SUPPORT SERVICES**



**Safety Changes Everything**

**Job Title:** Manager, Legal Services and Advocacy

**Reports to:** Executive Director

**Working Conditions:** The position is full-time (40 hours/week), with a competitive annual salary based on experience ranging from \$74,880 – \$114,400 per annum.

Work is accomplished in person at an unpublished location in Vancouver, BC., with an opportunity for a flexible hybrid work arrangement.

### **Organizational Overview**

Established in 1979, BWSS – Battered Women's Support Services takes action to end gender-based violence and violence against women through community-based interventions, support services, legal and systemic advocacy, education and training, violence prevention and research and policy.

BWSS Legal Services and Advocacy Program is a community legal program providing legal services and advocacy for self-identifying women survivors of gender-based violence.

### **Job Highlight**

As a visionary, which is exceptional and energetic, the Manager of Legal Services and Advocacy will lead our expanding our legal advocacy work by supporting a dynamic team of legal advocates, legal interns, public legal education specialists and pro bono lawyers to advance justice for survivors of intimate partner, domestic and sexualized violence. Survivors face multiple barriers to accessing justice within the Canadian Legal System. Significantly, Indigenous survivors, Black Survivors and Survivors of Colour experience systemic and institutional racism intersecting with their experiences of domestic, intimate partner and sexualized violence. These systemic inequities and biases exist within the legal/justice system and in the laws, policies and programs that impact survivors living across British Columbia. The Manager of Legal Services and Advocacy will advance the work toward eradicating racial and gender injustice in and through the legal system for survivors of gender-based violence.

### **Job Summary**

As Manager of Legal Services and Advocacy, you will work on program and service development and delivery, supervising staff, interns and volunteers, resource development such as donor engagement and writing funding submissions and reports, law reform, media appearances, and consulting with collateral organizations and community members.

## You'll Be Responsible For

- The overall development, operation, delivery, and evaluation of BWSS Legal Services and Advocacy Program.
- As a member of BWSS Leadership Team, manages the daily operation of a high-intensity work environment.
- Providing BWSS advice related to service provision, legal education, and law reform matters.
- Preparing annual funding submissions and reports to Legal Services and Advocacy Program funders
- Lead legal services and advocacy program meetings, facilitate participation and identify and resolve issues.
- Working in collaboration with designated Leadership Team personnel, develops, recommends, and implements program budgets, monitoring progress throughout the year and taking corrective action.
- Attending Leadership Team meetings and presenting program outcomes while collaborating with other BWSS managers to benefit the women we serve.
- Acting as a liaison and advisor to government and non-governmental institutions and agencies on legal issues related to the legal rights of women survivors of violence, access to justice and other issues.
- Working with BWSS resource development and communications teams to develop and deploy fundraising and communications campaigns.
- Supervising staff, students, and volunteers, including recruitment, interviewing, hiring, performance review, training, and disciplinary actions.
- In collaboration with BWSS Leadership Team, supervises daily operations to ensure that BWSS and funder practices, policies and procedures are followed, and that work is carried out consistent with BWSS ethical framework.
- Monitoring staff participation in mandatory professional development programs and compliance with Law Society of BC regulations.
- Overseeing the development and deployment of BWSS legal training and public legal education programs
- Overseeing the coordination of law student volunteers in the Legal Services and Advocacy Program and overseeing the design and delivery of law student training, supervision, and evaluations.
- Overseeing legal staff participation in community coalitions, organizations, networks, community development processes, law reform and systemic advocacy initiatives on behalf of women experiencing violence.
- Providing support to trans and cis women and femmes who experience violence in the areas of family, immigration, child welfare, Aboriginal, Indigenous, criminal law, and other areas of administrative law.
- Interviewing survivors, assessing/analyzing legal problems, assisting in resolving legal problems, assisting women to prepare for court, preparing documents, representing at hearings, and consulting with a legal supervisor.
- Providing advocacy on behalf of women with various representatives of other legal service providers.

- Delivering legal clinics at BWSS offices and other locations in collaboration with legal partners and the legal community.
- Participating in various external stakeholder Advisory Committees and Boards of Directors of legal service organizations to represent and promote the interests of women who experience violence.
- Working in collaboration with BWSS Communications Team to comment on legal matters relevant to accessing BWSS services and programs.
- Engaging in various law reform initiatives on behalf of BWSS and in alliance with other social justice organizations to promote legislative and legal system change, including intervener applications to the Supreme Court of Canada.
- Acting as a liaison with and advising collateral organizations and legal and non-legal service providers on issues relating to legal systems that impact women dealing with violence.
- Overseeing the design and delivery of public legal education
- Designing and managing various community development projects by BWSS Legal Services and Advocacy Program.
- Consulting with a supervising lawyer.
- Facilitating monthly program team meetings.
- Establishing a program planning process which includes developing short- and long-term goals for BWSS legal services and advocacy work.
- Readily discussing your work with BWSS colleagues and supervisor
- Address personal issues that arise during work at BWSS by attending therapy, including EAP, or through other appropriate venues.
- Represents the Society positively and professionally with the community.
- Participates in professional development programs to expand knowledge and skills.
- Working collaboratively and supporting the diversity of women within a diverse agency committed to decolonizing and intersectional analysis.
- Complies with organization and funder policies and procedures.
- Perform other tasks as required.

## **Education and Experience**

- Completion of a law degree from a law school of recognized standing or eligibility for membership in the Law Society of British Columbia.
- Practicing Lawyer called to the Bar in British Columbia (without restrictions on the area of practice).
- Minimum of five years' family and immigration, child protection or related law advocacy experience with survivors of intimate partner, domestic and sexualized violence.
- Or an equivalent combination of education and experience.
- Excellent knowledge of the family legal process.
- Knowledge of provincial and supreme court rules and practices.
- Extensive knowledge of gender and racial justice community issues and the Canadian justice and legal system.
- Excellent planning, organizational, analytical, administration and problem-solving skills.
- Excellent project management skills.
- Excellent communications, facilitation, negotiation and change management skills.
- Excellent computer skills coupled with a good understanding of new technologies within a dynamic work environment.

- Ability to communicate effectively, verbally and in writing.
- Ability to prepare business cases, complete risk analysis, measure performance, prepare and monitor budgets and prepare reports and correspondence.
- Ability to provide leadership and supervision to staff and interns grounded in intersectional feminist understandings.
- Ability to establish and maintain effective working relationships with various internal and external contacts and to provide advice and assistance on matters related to the work.
- Ability to function independently and under pressure and to manage multiple projects simultaneously.
- Ability to make sound decisions on matters related to the work.
- Ability to present legal information and interpretation to legal and lay audiences, including those within the organization and the larger community.
- Ability to perform administrative functions with limited administrative support.

### **We Offer**

- Four weeks paid vacation to start that grows the longer you are with BWSS
- An excellent employee benefits package
- A generous pension plan
- Support for training and development
- Paid statutory holidays
- Generous leave provisions (sick time, special leaves)
- An opportunity for a flexible hybrid work arrangement for some positions (BWSS reserves the right to change this policy at any time based on operational needs)

Preferential and limited hiring assist BWSS in achieving diverse and equitable representation in the workplace and to recruit employees whose identities enrich the ways in which we accomplish our mission and serve the community; as a result, preference will be given to Indigenous women, Black women, racialized women, women who are disabled, femmes, transfeminine, and women from other equity-seeking groups.

Please send a cover letter and resume detailing how you meet or exceed these qualifications in PDF format, including the subject line Manager Legal Services and Advocacy to Battered Women's Support Services [endingviolence@bwss.org](mailto:endingviolence@bwss.org). This posting will remain open until filled.

**No phone calls or messages through social media, including LinkedIn, please.**