



Are you looking to be part of an organization with a vision of a healthy and inclusive community where individuals and families can thrive? Burnaby Family Life has been changing lives for over 50 years and we want you to join our team!

We are looking for a **Family Law Advocate/Coordinator** to lead a team of Family and Poverty Law Advocates.

They will be responsible for managing the operation and administration of the Law Advocacy Program. They will oversee the day-to-day program operations, including staffing and provide support to the Law Advocates, coordinating the placement of clients, supporting, training, and evaluating the progress of program.

BFL is proud to offer an extensive benefits package...

- 100% Employer Paid Comprehensive Extended Health and Dental Coverage
- Paid Professional Development Opportunities
- Employee Assistance Plan
- Minimum three weeks vacation for full time employees
- Generous Sick Time
- Group Life Insurance
- Travel Insurance
- Group RRSP Plan with Employer Contributions

**What this role will do:**

**Key Deliverables- Oversight:**

- Provide direct supervision to the Law Advocates within the program
- Ensures effective program/service delivery consistent with program mandate
- Support the Law Advocates with the planning and delivery of their targeted activities, program outputs and outcomes, and consistency of monitoring and evaluations of the action plans and reports.
- Supervises expenditures within the existing budget allowance
- Ensures accurate program and client records are maintained
- Provides client outcome and data collection reports as required

**Key Deliverables- Law Advocate:**

- Interview clients to help identify legal issues, prioritize their legal needs, and help them choose realistic and fair legal solutions by providing legal information,

advocacy, and appropriate referrals to other specialized advocacy programs, lawyers and other resources;

- Provide clients with options and assist them with decision-making
- Maintaining contact with lawyers, Law Foundation of BC, and Legal Services Society
- Successfully complete Family Law Advocate training courses provided by the Law Foundation
- Attend their annual Provincial Training Conference and attend regular family law workshops
- Identifying gaps in services and systemic issues and collaborating with others to identify solutions where appropriate.
- Developing legal resources and hand-outs.
- Organizing pro bono legal clinics.
- Researching current policies and procedures, laws, new bills and case law, etc.

**Education, Training, Experience:**

- Post-secondary education or equivalent education and training in Paralegal services and Family Law.
- 2 years hands-on experience in direct program delivery in the Family Law advocacy sector.
- Excellent experience in Office Suite and skills in learning new databases.
- Knowledge of Legal Services policies and procedures
- Excellent knowledge and understanding of provincial and supreme court family law forms, statutes and concepts.
- Knowledge of community resources and other social service agencies.

**Additional Requirements:**

- Valid Drivers License and access to vehicle
- Clean Criminal Record Check

**Job Title:** Family Law Advocate/Coordinator – Contract position

**Hours:** 37.5 hours weekly

**Term:** Contract end date March 31, 2027

**Rate:** Starting at \$35.89

**Please forward your resume to:** [mseneviratne@burnabyfamilylife.org](mailto:mseneviratne@burnabyfamilylife.org) with subject line Family Law Advocate/Coordinator

**Closing date:** until filled

**Only shortlisted candidates will be contacted.**