



info@salcbc.org

 @SALCBritishColumbia

 @SALC_BC

 @SALCBC

SALCBC is Hiring a Clinic Coordinator!

Status: Part-time (20 hours / week), 12 month contract
Wage: \$25 to \$35 / hour, commensurate with experience
Apply by: Send a cover letter and resumé to: info@salcbc.org by May 31, 2021.
Applications will be reviewed on a rolling basis.

Description of the Position

The Clinic Coordinator plays a central role in the South Asian Legal Clinic of British Columbia (SALCBC). The Clinic Coordinator is responsible for the administrative and financial operations of the non-profit organization, including:

- Supporting the work of the Board and its three committees;
- Acting as a liaison between SALCBC and partners, volunteers and those we serve;
- Organizing legal information seminars, summary advice clinics and online materials;
- Preparing budgets and grant applications and overseeing financial administration;
- Organizing and maintaining information on SALCBC's operations, such as files and data; and
- Overall coordination of SALCBC's work in furtherance of its mission.

Required Skills and Experience

Candidates for this position must have the following skills and experience:

- Administrative experience in a social justice and/or non-profit environment;
- Excellent organizational skills, including the ability to prioritize in a fast-paced environment;
- Computer literacy, including ability to use MS-Office, Google Drive and other programs;
- Strong financial management skills, including experience with analyzing revenues and expenditures and forecasting budgets;
- Well-developed communication and interpersonal skills, including the ability to exercise sound judgment, use discretion, and take initiative; and,
- Demonstrated commitment to working with the South Asian diaspora community.

Preferred Skills and Experience

- Experience working in a board-governed, non-profit environment;
- Experience working with lawyers, social services, suppliers and other third-parties;
- Knowledge of the legal aid system in BC and, in particular, the clinic system; and,
- Knowledge of and ability to speak one or more South Asian languages.

SALCBC is committed to intersectional and anti-oppressive approaches and we welcome applications from people who are reflective of our diverse community, including those who self-identify on the basis of any protected grounds under the *Human Rights Code*. We will provide accommodation during the hiring process upon request. We thank all applicants for their interest. Only those selected for the interview will be contacted.