



MACK LAW CORP

Legal Assistant – Indigenous Law

Full Time

Victoria, BC, CA – *Hybrid*

ABOUT US

Mack Law Corp is wholly Indigenous-owned and operated. Founder Leah Mack, together with her fellow associates and staff, work to provide thoughtful, practical, and clear legal advice to First Nation communities, individuals, and organizations in British Columbia and across Canada. We are passionate about cultural safety and humility, and strongly believe in justice and fairness. Our varied skills and backgrounds have allowed us to form a close-knit group that works hard to deliver the advice, options, and tools for our clients. Our primary office is located on unceded W̱SÁNEĆ land. We have a hybrid arrangement that consists of both in-office and remote work.

PROFILE

Our firm is currently seeking an exceptional legal assistant to join us in providing our legal services to our clients. Our primary areas of focus include law and policy drafting, negotiating corporate-Indigenous agreements, governance capacity intellectual property and copyright, resource and lands management, employment and transitions from *Indian Act* governance to self-determined governance. Our work includes supporting First Nations with Treaties, as well as those with no agreements with the Crown.

This is a unique opportunity to join a team of experienced and friendly colleagues while effecting positive change within First Nations communities and citizens. We offer a flexible and supportive work environment, competitive salary with extended health and dental benefits (including RRSP matching) and generous leave/vacation allowances.

MAJOR RESPONSIBILITIES AND DUTIES

- Support primary and secondary supervising lawyers with all aspects of their legal practices, including both solicitor and litigation work
- Draft, revise, and finalize basic administrative legal documents and correspondence
- Proofread and edit correspondence and legal documents upon request from lawyers
- Communicate with opposing counsel and other parties, clients, judicial administrative staff and vendors
- Transmit electronic legal correspondence to clients, witnesses, and court officials by electronic filing, mail, or messenger
- Attend to service of filed pleadings on opposing counsel and/or other opposing parties
- Locate, analyze, and compile information and statistical/documentary research, as well as prepare and manage FOI/FIPPA access to information requests
- Utilize various provincial, federal, and other legislative resources (i.e. First Nation Gazette) to conduct legal and case research as required
- Maintain and organize all aspects of client files, including document management and initial file opening prep including retainer letters

- Facilitate access to files and documents for lawyers across firm
- Respond to cold calls, client inquiries and performing conflict checks
- Suggest, record and manage all BFs for supervising lawyers
- Review correspondence, file materials and other resources to determine matter deadlines and correspond with lawyer regarding findings
- Prioritize tasks and assignments while monitoring deadlines
- Coordinate and schedule external meetings with clients and internal meetings with firm
- Prepare expense forms and receipts for client-related expenses
- Communicate with other law office staff and delegate responsibilities amongst team
- Answer and direct phone calls for supervising lawyers
- Maintain contact lists
- Record, diarize and update lawyer on CPD requirements
- Preparing applications for interjurisdictional practice permits, etc.
- Ensure all provincial, federal and LSBC records, data and privacy requirements are met

QUALIFICATIONS

- 3-5 years' experience as a legal assistant. Preference may be given to applicants with experience in Indigenous law, but we encourage all interested applicants to apply.
- Ability to work independently, manage workloads and keep deadlines.
- In-depth understanding of and direct experience utilizing cloud-based programs, such as Microsoft 365 (Office Web Apps, SharePoint, Teams and Outlook.)
- Completion of a post-secondary legal assistant program.
- Experience using Clio is an asset.
- Knowledge of BC Registries, BC Online, and Adobe is an asset.

Our firm recognizes diversity as a source of strength and celebrates inclusivity. We value every person as a unique individual, and we are committed to building a culture of equity and respect within our firm. We are honoured to receive applications from individuals of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences. If you have a disability or special need that requires accommodation at any time during the process, please let us know.

Please note that preference will be given to Indigenous applicants who self-identify. Our office is located on reserve.

If you think you are the right fit for this opportunity, please send your CV in confidence to:

Janna Kucharsky
janna@macklawcorp.ca

While we appreciate all applications received, only those candidates selected for an interview will be contacted.