



Legal Assistant Full-Time

Port Hardy and North Island
Port Hardy

Thursday January 22, 2026

\$26 - \$30/ hour (\$60,000 - \$70,000)

Company: BC First Nations Justice Council

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

To apply please visit: <https://secure.collage.co/jobs/bc-first-nations-justice-council/46437/apply> While we recognize the value of diversity in the workplace and welcome applications from people of all backgrounds, preference will be provided to Indigenous applicants in accordance with section 41 of the BC Human Rights Code. Candidates of Indigenous background are encouraged to self-identify on their application.

Expiry Date:

Thursday, February 05, 2026

Details:

Position Summary: The Legal Assistant provides office and administrative supports to the IJC staff lawyers, focusing on criminal defence and child protection matters.

Job Title: Legal Assistant Reporting: Reports to the Legal Supports Supervisor; daily operations oversight by local Managing Lawyer Location: Port Hardy, BC Office type: In-office Pay Range: \$60,000 - \$70,000 annually Benefits: Extended benefits package that includes extended health and dental, personal days, paid vacation, and RRSP/TFSA savings plans Hours: Full-time (35 hours/week); Mondays to Fridays, 8:30am - 4:30pm

Job Duties and Responsibilities:

- Prepare legal documents (i.e. affidavits, subpoenas, factums, applications and orders, etc.) upon instruction of IJC staff lawyers.
- Prepare and arrange filing of court documents and ensure proper presentation of material for court.
- Prepare books of authorities, and order and log transcript requests.
- Open, update, maintain, index and assemble client files and records in the case management platform, in accordance with BCFNJC policies.
- Obtain legal documents and follow-up on information from Crown Counsel, opposing counsel or Ministry staff and review and organize materials as directed by the IJC staff lawyers.
- Perform the witness management function by locating and notifying witnesses; arranging appointments and travel requirements; and processing witness expenses for witnesses and/or expert witnesses.
- Document receipt of disclosure (legal documents, photographs, audio or videotaped statements, log materials).
- Respond to enquiries from Crown Counsel, clients and witnesses (who may at times be under emotional stress).
- Maintain a Bring Forward System for the staff lawyer to ensure timely response to

correspondence, compliance with limitation periods and attendance at appointments. • Close legal records (trial, hearing or appeal), ensure dispositions are noted accurately and update precedent records and files, in accordance with BCFNJC policies. • Conduct records management functions by classifying and storing records, in accordance with BCFNJC policies. • Arrange telephone and video conferencing for court appearances and maintain staff lawyer calendars. • Compile and submit statistical data with regard to clients served and services delivered, in accordance with the BCFNJC policies. • Other tasks and duties as required at the discretion of the Staff Lawyer. • Maintain confidentiality of client-related information. • Participate in IJCs proactive approach to staff wellness. • Compile information for annual and other reports and ensure comprehensive statistics are maintained as required. • Contribute to the collaborative approach to wrap-around services in the Indigenous Justice Centres. • Work together with the IJC team to maintain a welcoming, high-function centre by supporting colleagues and community partners, as assigned. • Cover reception desk as required. • Comply with BCFNJC policies and procedures. • Other duties as assigned.

About BCFNJC: Empowered by the First Nations Leadership Council and in partnership with the provincial and federal governments, the BC First Nations Justice Council (BCFNJC) is responsible to 204 First Nations in BC. Our mandate is to reduce the overrepresentation of First Nations Métis and Inuit people in the criminal justice system and the child protection system, and to support Nations as they move to sovereignty over justice. The BCFNJC is growing rapidly. Indigenous people in BC deserve world-class legal services and programs. To this end, we are seeking team members who share our vision, understand the gravity of the work, are excited by the opportunity and will not stop until we reach our goal. We take our mandate seriously but also strive for a balanced, caring work environment that is respectful and supportive.

Indigenous Justice Centres: The Indigenous Justice Centers (IJCs) are spaces where those facing involvement in the colonial justice systems can come for legal support. BCFNJC recognizes that Indigenous people are significantly overrepresented in both the correctional and child welfare systems and often face intersecting systemic and social barriers to navigating the colonial systems. Indigenous women, girls and 2SLGBTQQIA+ peoples are among the most impacted as victims, survivors, and families of gender-based violence and of MMIWG2S+. The IJCs houses Legal and Outreach teams that bring together a range of community, cultural and professional expertise that are available to people

navigating criminal and child protection cases. The interdisciplinary team works together with a client-centered approach to access the legal and social supports that effect their housing, employment, physical and mental health and wellness, necessary to address the challenges facing them in the child protection and criminal justice systems. IJCs integrates staff wellness into daily operations, recognizing that IJC teams may carry the weight of IJC clients' experiences of injustice and trauma. All staff are part of a proactive approach to wellness that includes access to cultural supports, attention to physical and mental health and reasonable workloads. Staff are expected to take vacation and personal leaves and work collaboratively to cover absences, ensuring that the team remains healthy and able to provide high quality services.

Qualifications & Experience:

Qualifications & Work Experience: • 3+ years' experience working as a legal assistant or paralegal in an office that offers criminal law or child protection legal services. • Knowledge of First Nations practices and culture. • Experience in Indigenous community engagement. • Experience preparing legal documents, books of authorities and all aspects of maintaining criminal files and disclosure. • Experience in management of child protection files is an asset. • Proficiency in record keeping, researching legal precedents (Westlaw & CanLii), electronic redacting (using Adobe), Outlook, Internet and standard computer applications in MS Office. • Ability to use tact, diplomacy, discretion and good judgment when dealing with sensitive situations, confidential material and demanding and difficult people. • Knowledge of Clio practice management software is an asset. • The Legal Assistant must be a self-motivated individual with the ability to work with minimal supervision. • Ability to maintain confidentiality, problem solve and take initiative. • Understanding of interdisciplinary approach and respect for non-legal supports. • Commitment to collaborative team environment. • A clear criminal reference check (CPIC) and Vulnerable Sector Clearance will be a condition of employment.
