The British Columbia Teachers’ Federation (BCTF), established in 1917, is the union of professionals representing 43,000 public school teachers in the province of British Columbia, Canada. All public school teachers belong to the BCTF and their local teachers’ association.

Housed in a modern, well-maintained office setting located close to the Canada Line and other major transit routes, the Federation provides an exceptional working environment where respect, learning, and professional growth are championed and valued.

The Research and Administrative Paralegal reports to the Supervisor of the Field Services Division and provides research and secretarial assistance to the Director and/or Assistant Directors in the Field Service Division, Staff Lawyers, other Federation staff, and outside legal counsel. This position conducts research, as directed on collective agreement provisions, bargaining history, and other matters in relation to arbitrations, court proceedings and bargaining. It also assists the provincial bargaining team with research as required on existing language, previous proposals, and bargaining history; assembles information from locals and from teachers’ organizations and other unions as required; processes proposals, counterproposals, and takes bargaining table notes and meeting minutes.

**Required Experience**

To be successful in the role the candidate will have a minimum of three (3) years of paralegal work experience in a law firm, trade union office, or similar organization, in addition to at least four (4) years' senior administrative experience, preferably in a legal or labour relations environment.

The duties and responsibilities of this position include but are not limited to:

- Gathering and organizing information, keeping records, and preparing binders in preparation for arbitration hearings;
- Maintaining an up-to-date knowledge of the grievance and arbitration process;
- Entering class size data and generating reports;
- Preparing initial drafts of internal and external memoranda for review and final approval
- Uploading, removing and organizing materials related to collective bargaining, grievances, class size and composition, collective agreements and related documents,
- Monitoring and maintaining the approval/signing process for mid contract modifications and local collective agreements;
- Tracking originals and copies of physical and electronic files and maintaining inventory of the same;
- Organizing and attending meetings, and conferences and taking minutes/detailed meeting notes;
- Making hotel reservations, reserving meeting room space, ordering coffee and lunches;
- Processing leaves of absence and kit materials and providing post-conference secretarial support;
- Filing and maintaining current listings of materials in divisional library;

To be successful in the role, the candidate must demonstrate the ability to independently set work priorities, understand legal/analytical concepts; make apt and timely decisions; have excellent interpersonal and communication skills (both oral and written); act in a tactful, efficient, calm, and diplomatic manner in stressful situations relating to time-driven emergencies; and be proficient in legal writing. The successful candidate must
also possess excellent typing, notetaking and proofreading skills, have an exceptional work ethic, and a high proficiency at detail-oriented work.

**Required Education/Training**
The successful candidate will have completed a comprehensive Paralegal Program (Capilano College Certificate or Diploma Program, or equivalent) of at least 2.0 FTE years’ study, inclusive of coursework providing paralegal-level background in general legal theory, administrative law concept, contract law, criminal law process, the principles of evidence, labour law, legal research methods, and legal writing. Also, the successful candidate must be eligible for membership in a professional association with a code of ethics (BC Paralegal Association).

Please submit cover letter, résumé, and references, not later than 5:00 p.m. on October 7, 2020 quoting job posting JP0502-2020-01 to the Human Resources Department, BC Teachers’ Federation, 100–550 West 6th Avenue, Vancouver, BC V5Z 4P2, or by email at postings@bctf.ca. Your interest is appreciated but only applicants selected for an interview will be contacted. No phone calls please.

*Because the BCTF has an affirmative action policy, an applicant may wish to provide, on a voluntary basis, information as to whether they self-identify as a member of an equity-seeking group, which includes female, trans* (trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman), visible minority or racialized person, Aboriginal (Indigenous) person, person with a disability, or lesbian, gay, or bisexual person.*