



Legal Advocate (Full-time) Residential Tenancy Law

The Tenant Resource & Advisory Centre (TRAC) is a non-profit organization that promotes the legal protection of BC tenants. Our main services include a Tenant Infoline, legal workshops, online course, *Tenant Survival Guide*, and direct advocacy program.

TRAC is looking to hire a Legal Advocate on a full-time basis (35 hours per week) for a one-year term. The Legal Advocate will offer direct advocacy services, including full representation at Residential Tenancy Branch dispute resolution hearings, to low-income Vancouver tenants living in non-profit and supportive housing.

RESPONSIBILITIES:

This position will involve the following key tasks:

- interviewing potential clients to assess the merits of their case
- assisting clients with the gathering, preparation, and submission of evidence
- critically analyzing legislation and case law in order to prepare effective legal arguments
- representing clients at Residential Tenancy Branch dispute resolution hearings
- negotiating settlements with landlords outside of the formal dispute resolution process
- completing a file review with TRAC's supervising lawyer once per month
- maintaining organized and confidential case files

This position may also involve assisting with other TRAC programs and services, as required by the Executive Director, including but not limited to:

- providing legal information and referrals through email, social media, and the Tenant Infoline
- facilitating workshops and webinars for tenants and advocates
- working with government to provide legislative and policy recommendations
- assisting with the development of educational resources
- assisting with the promotion or distribution of TRAC publications across the province
- assisting with day-to-day administrative tasks

SKILLS AND KNOWLEDGE REQUIRED:

- Strong knowledge of the *Residential Tenancy Act*, principles of administrative law, and the law of evidence
- Experience representing clients at Residential Tenancy Branch dispute resolution hearings
- Passion for social justice and tenants' rights
- Exceptional written and oral communication skills, including the ability to communicate effectively with a wide range of clients
- Ability to meet strict deadlines while managing multiple cases
- Existing profile in the social justice legal community is an asset

COMPENSATION:

- \$50,000 – \$55,000 annually
- 3 weeks vacations
- After three-month probation:

- health and dental benefits
- RRSP contribution

DEADLINE:

Monday, September 4, 2020.

Please submit your resume and cover letter in PDF format to Andrew Sakamoto at andrew@tenants.bc.ca.