



Pro Bono Law Saskatchewan ("PBLs") is a non-profit charitable corporation with a mandate to improve access to justice in Saskatchewan by organizing the legal profession to provide pro bono legal assistance to persons of limited means within the Province. Employees of PBLs enjoy a mission oriented culture sustained by a focus on teamwork, accountability and respect for those within the Organization and those that we serve.

JOB TITLE: Executive Director/Staff Lawyer
LOCATION: Regina, SK (some travel required)
SALARY: Negotiable
BENEFITS: Competitive

PBLs seeks an Executive Director/Staff lawyer with a genuine interest and passion for the mission of PBLs. Creating an environment based on teamwork and cooperation is essential to the success of the position. The ideal candidate will have the interpersonal skills necessary to interact effectively with colleagues, volunteers, other organizations and the communities we serve to foster positive relationships. In addition, the successful candidate will demonstrate the flexibility required to perform a variety of tasks and adapt to the changing needs of the Organization.

Candidates must have a background of working with legal departments, law firms or otherwise within the legal sector. Membership or eligibility for membership with the Law Society of Saskatchewan is required. Preference will be given to candidates with legal experience in some or all of the following areas: family law, criminal law, and immigration. Previous experience working or volunteering with human service programs is also an important asset. Special consideration will be given to candidates who have worked directly with pro bono programs.

The Executive Director/Staff Lawyer is charged with the general management and supervision of the affairs and operations of the Corporation and reports directly to the Board of Directors. Responsibilities of the Executive Director include the following:

Leadership

- Participating with the Board of Directors in developing a vision and strategic plan to guide the Organization;
- Identifying, assessing, and informing the Board of Directors of internal and external issues that affect the Organization;
- Acting as a professional advisor to the Board of Directors on all aspects of the Organization's activities;
- Fostering effective team work between the Board and the Executive Director and between the Executive Director and staff; and
- In addition to the Chair of the Board, acting as a spokesperson for PBLs.

Operational Planning and Management

- Developing an operational plan which incorporates goals and objectives that work towards the strategic direction of PBLs;
- Overseeing the efficient and effective day-to-day operation of the Organization;
- Drafting policies for the approval of the Board and preparing procedures to implement the policies;
- Providing support to the Board by preparing meeting agendas and supporting materials; and
- Performing human resources planning and management, including recruitment, appropriate training and mentoring, and ongoing monitoring of staff performance.

Program Planning and Management

- In collaboration with the Programs Director, overseeing the planning, implementation and evaluation of the Organization's programs and services and monitoring the day-to-day delivery of the programs and services of the Organization.

Financial Planning and Management

- Working with staff and the Board of Directors to prepare a comprehensive budget;
- Working with the Board of Directors to secure adequate funding for the operation of the Organization including researching funding sources, participating with the Board of Directors in the development of fundraising plans, drafting funding proposals and participating in and overseeing fundraisers;
- Administering the funds of the organization according to the approved budget and monitoring the monthly cash flow of the Organization; and
- Ensuring that PBLs follows all relevant legislation and funder policies.

Community Relations/Advocacy

- Communicating with stakeholders to keep them informed of the work of the Organization and to identify changes in the community served by PBLs; and
- Establishing good working relationships and collaborative arrangements with community groups, funders, and other organization to assist in achieving the goals of PBLs.

Interested applicants should forward a cover letter and resume in confidence by **August 25, 2017** to:

Pro Bono Law Saskatchewan
ATTN: Hiring Committee
1650 – 2002 Victoria Avenue
Regina, Saskatchewan
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Fax: (306) 569-2198
Email: info@pblsask.ca
Web: www.pblsask.ca