



Federation of Asian Canadian Lawyers
British Columbia (FACL BC)
P.O. Box 18551, West Georgia RPO
Vancouver, BC V6Z 0B3

info@facIBC.ca
www.faclbc.ca

FACL BC Associate Director Job Posting (2024-2025)

Location: Vancouver, BC (hybrid, mostly remote)

Salary: \$30-35 per hour

Hours: 10 to 20 hours per week estimated (not guaranteed)

Term: 1 year

About Us:

FACL BC (Federation of Asian Canadian Lawyers (British Columbia) Society) is the largest equity-seeking organization in Western Canada. FACL BC is an incorporated non-profit society dedicated to promoting equity, justice, and opportunity for Asian-Canadian legal professionals and the wider community.

We are currently seeking a dynamic individual to join our team as an Associate Director, made possible through funding from the Law Foundation of BC. This independent contractor role is budgeted for up to \$40,000 per year.

This independent contractor role is ideal for someone who is passionate about fostering diversity and inclusion within the BC legal community, and someone who aligns with our organization's mission of promoting equity, justice and opportunity for Asian Canadian legal professions and the wider community.

This independent contractor role is mostly remote, but occasional in-person attendance may be required in Vancouver (mostly downtown), Richmond, Surrey, Burnaby, and at the location of our retreat(s). The locations of our retreats this year are tentatively in Langley and Whistler, BC.

Key Qualifications:

- You are ideally a non-practicing lawyer who is otherwise in good standing with the Law Society of BC, an experienced paralegal or legal assistant, a law student with relevant executive assistant experience, or someone who already works in the legal field.
- Self-identification as a member of the Asian-Canadian (legal) community is preferred.
- Alignment with FACL BC's mandate (demonstrable evidence of allyship is an asset).



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- Experience with equity, diversity, and inclusion work is an asset.
- Willingness to work with our [Board of Directors](#), currently composed of 18 lawyers, 3 law students, and 2 part-time student contractors (Executive Coordinators).
- Ability to commit to a term of up to 1 year.
- 2+ years of administrative or executive assistant experience is a significant asset.
- Familiarity with Zoom, Google Drive, and Google Workspace, and website/membership management (i.e. Wild Apricot) is preferred.
- Willing to provide administrative support during standard business hours and flexibility with assisting in the evening and weekends as needed.

Responsibilities:

- Provide administrative support for FACL BC's Board of Directors and committees (Advocacy, Membership, Mentorship, Gala, In-House, and NCA/LLM).
- Attend monthly board meetings, and where the President and Vice Presidents are not available, attend external meetings on behalf of FACL BC and report to the Board of Directors thereafter.
- Assist with virtual and in-person event logistics, including registration, Zoom/IT management, and sending post-event surveys.
- Assist the Advocacy Committee with drafting grant proposals and updating time-sensitive annual statements and blog posts.
- Oversee and contribute to the FACL BC Journal project, also made possible through funding from the Law Foundation of BC.
- Work with the Membership Committee to develop and distribute newsletters to FACL BC's 630+ members, and send targeted email blasts to our members as required.
- Facilitate FACL BC's Membership Retreat in Whistler, BC.
- Coordinate the FACL BC [Benefit Banquet](#), a fundraiser dinner scheduled for 2025 and every two years thereafter.
- Collaborate on initiatives related to experienced legal practitioners (partners, shareholders, and managing partners) to enhance their relationships with FACL BC.
- Contribute to the Leadership Academy by working with program leads on application materials, operations, guest speakers, and marketing.
- Assist the Mentorship Committee with the mentorship pairing program, as needed.



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How to Apply:

Interested candidates are invited to submit their resume and cover letter to the attention of Fiona Wong at president@facbbc.ca. In the cover letter, please provide examples of your commitment to equity, diversity, and inclusion in the Asian-Canadian (legal) community. Please include "Associate Director Application - FACL BC" in the subject line.

Applications will be accepted until **March 15, 2024** and will be reviewed on a rolling basis. The anticipated start date for the role is on or after April 1, 2024.

FACL BC is an equal opportunity employer, and we encourage individuals of all backgrounds to apply. We thank all applicants for their interest, but only those selected for an interview will be contacted.