

## CLINIC DIRECTOR - IMMIGRATION AND REFUGEE LEGAL CLINIC

The Immigration and Refugee Legal Clinic ([IRLC](#)) is seeking to hire full time a Clinic Director to join their team. The IRLC is the only legal clinic dedicated to refugee and immigration law in British Columbia that provides free legal advice and representation, with interpretation services, for low-income people across BC on immigration and refugee law matters. The IRLC aims to reach those who fall through the cracks of the legal system and provide them with excellent, respectful, and caring legal advice and representation. The IRLC advocates for change on issues that repeatedly come up for our clients by engaging in systemic litigation and law reform efforts and provide legal education to community groups and service providers across BC. The IRLC operates as an independently managed program, hosted by the Community Legal Clinic Operating Society of BC. The Clinic Director would be an employee of the Community Legal Clinic Operating Society of BC.

Reporting to the Executive Director of the Community Legal Clinic Operating Society, the Clinic Director will be responsible to provide direct oversight of operations including staff leadership, sustainable funding, and the ability to meet the needs of the community and delivery of quality programming and legal services. The Clinic Director will lead an organizational culture of inclusion and collaboration, which attracts, retains, and motivates employees to contribute to the successful delivery of the IRLC's programs and services.

Candidates must have a strong understanding of immigration and refugee law and gender-based violence as well as a commitment to community based legal practice. The Clinic Director will implement governance processes and policies, establish strategic plans for the organization, and develop processes for making decisions in line with the mandate and strategic vision of the IRLC. Managing and providing support, guidance, training and direction to a diverse team is integral to this role as well as leading outreach and engagement with other organizations throughout the province.

Candidates must possess either a post secondary degree or diploma or a minimum of three years experience in a similar role with demonstrated experience and knowledge of the Canadian legal system. Experience in working with marginalized communities particularly with supporting migrants and refugee claimants would be beneficial.

This position may allow for a 'hybrid' work arrangement whereby on occasion work can be performed from a remote location with the understanding that in most instances attendance at the main office will be required.

Compensation - \$90,000 to \$125,000 annual; benefits include extended health and dental benefits and defined-benefit pension plan.

The successful candidate will be required to have a Police Information Check (PIC) as a condition of employment (Note - Not required as part of the application process, however, a PIC will be required upon consideration for employment).

This position is based on 35 hours per week and will primarily be Monday to Friday. On occasion, candidates may be required to work the occasional evening and/or weekend.

If you wish to pursue this opportunity positions, please forward your cover letter and resume along with the required certifications and licenses to: [jinhee.lee@irlc.ca](mailto:jinhee.lee@irlc.ca)

The closing date for this competition is 4:30pm May 15, 2025

*We appreciate all applications; however, only short-listed candidates will be contacted for an interview.*