



LAW CLERK POSITION OPENING

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism MNBC strives to build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.

PURPOSE

The purpose of the Law Clerk is to provide support to the MNBC In-House Legal Counsel.

RESPONSIBILITIES:

- Maintaining and organizing files and documents in a paper and / or electronic filing system
- Researches law pertaining to Métis constitutions, regulations and other legal matters
- Investigation of facts
- Written reports
- Prepares legal drafts by assembling and organizing information
- Maintains calendar by entering and updating requirements
- Prepare travel documentation for submission to travel coordinator

REQUIREMENTS:

- Bachelor's Degree in a related field (political science)
- Exemplary writing skills
- Proficiency in administrative skills
- Intergovernmental advocacy
- Knowledge of Provincial and Federal political systems and processes
- An organized and competent professional with phenomenal communication, confidentiality & interpersonal skills
- Maintain files and records with an effective filing system
- Outstanding knowledge of MS Office
- Organized with the ability to prioritize and multi-task

Other Comments

- Other duties may be assigned as needed to ensure efficient operation of the organization

To apply for this position please submit your application to:

Linda Koster
Human Resources Manager
Metis Nation British Columbia
Email: lkoster@mNBC.ca

Deadline for applications: Friday April 12, 2019 1:00 p.m.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.