

Formerly Abbotsford Community Services

**JOB POSTING #2025-17-04**

**INTERNAL/EXTERNAL**

**Community Legal Advocacy Centre**

**Legal Advocate - Poverty Law**

**Wage: \$28.00 per hour**

**Full Time, 35 hours per week, Monday to Friday**

**Permanent**

**Provide Advocacy on Poverty Law Issues**

**Join the team at Archway**

**Come Help Us Help People**

**Location: Abbotsford**

**On Site**

### **Job Summary:**

The Legal Advocate – Poverty Law provides direct front-line support to clients experiencing poverty law issues in order to increase access to justice. The Legal Advocate also provides information, education, and advocacy to support increased understanding/realization of legal rights, legal empowerment, and increased awareness of collaborative options. Legal areas covered include but are not limited to, income security, tenancy issues, debt and consumer law, employment law.

[Community Legal Advocacy Centre : Archway Community Services](#)

### **Your Role:**

Archway's Legal Advocate – Poverty Law with the Community Legal Advocacy Centre contributes by:

- Supporting clients to understand their legal rights and responsibilities and resolving their legal issues.
- Interviewing and assessing client poverty legal issues and determining courses of action.
- Providing information, insight, and advocacy and if appropriate, representation at a tribunal level.
- Providing clients with legal information and assistance (e.g., income assistance, housing - residential tenancy and employment standards and disability applications).
- Assisting clients with completing applications, forms, tribunal appeal documents and letters as appropriate.
- Supporting and encouraging clients to engage in self-advocacy (providing self-help material).

This position is a great fit for someone who is compassionate and understands the barriers clients face when accessing justice.

## **Our Offer**

- Wage: \$28.00 per hour
- A permanent, full-time position at 35 hours per week, availability Mondays to Fridays, from 8:30 AM to 4:00 PM.
- Benefits include:
  - Three weeks pro-rated vacation in your first year; four weeks in your second year.
  - A great benefits plan including extended health and dental; you choose your plan.
  - A pension plan: Archway meets your contribution.
  - Opportunity to exchange a statutory holiday for a cultural day celebration.
  - Employee and Family Assistance Program.
  - Access to online wellness resources including newsletters, physical health videos, and wellness events.
  - Free use of Archway's wellness equipment.
  - Great in-house training opportunities.
  - Business insurance and associated mileage costs for program-related driving is covered by Archway.
  - Rewarding work in a positive environment.

## **Getting an Interview – you will be considered if you have:**

- A minimum two years' post-secondary education with preference to those with a diploma/degree in the social service-related field.
- Experience working alongside individuals who have been traditionally marginalized (e.g., individuals who are underserved and underrepresented).
- Demonstrated experience and knowledge of legal/community resources and familiarity with poverty/social justice issues.
- Experience in tenant, disability, and income support programs advocacy and, an ability to read, interpret and understand legislation.

## **The Job Requires you to have:**

- Well-developed written and verbal communication skills including ease in addressing large groups and communicating with diverse workgroups.
- Knowledge of local community resources and an awareness and understanding of poverty related issues.
- Strong competency with computers; able to use Microsoft Office365 particularly Word, Outlook, Excel, and PowerPoint.
- Strong planning, organizing, and time management skills; able to manage competing priorities and meet deadlines.
- Strong record keeping, communication and administrative skills.
- Skills in working with sensitive issues and commitment to respecting the confidential nature of the program.
- A valid BC Driver's License, with a satisfactory driver's record.
- A reliable, personal vehicle is required for program-related driving.
- The ability to function independently and as part of a team, with the ability to meet deadlines.
- Ability for long periods of sitting, being on the phone and at a computer.

- Ability to interact with people in difficult situations.
- Ability for occasional shifts outside of the advocate's main location.
- A satisfactory Criminal Records Check is a condition of employment.

**Closing date is May 19, 2025.**

**TO APPLY**

Interested applicants are to reference **Posting #2025-17-04** in the subject line.

Please submit your cover letter and resume to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #2025-17-04

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to [jobpostings@archway.ca](mailto:jobpostings@archway.ca) with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

*Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.*

*We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.*

*We invest in the mental health and wellbeing of our employees.*