



Pro Bono Law Alberta Executive Assistant

Pro Bono Law Alberta (PBLA) is a newly formed nonprofit organization to promote access to justice in Alberta by creating and promoting opportunities for lawyers to provide *pro bono* (free) legal services to persons of limited means. PBLA was formed as the legacy project in celebration of the 100th anniversary of the Law Society of Alberta.

We are seeking an Executive Assistant who will be reporting to the Executive Director to perform a wide range of administrative functions related to operating and managing a small not-for-profit organization. Pro Bono Law Alberta is currently located in the Calgary offices of the Law Society of Alberta.

Purpose and Objectives

The Executive Assistant will provide general managerial, administrative, and operational support to the Executive Director, Pro Bono Law Alberta (PBLA), and its programs and projects.

Position Responsibilities

Executive Support

- Provide support to the Executive Director (ED) in the development of pro bono project, policies, communication pieces, etc.
- Manage communications to the Board of Directors, including but not limited to:
 - Scheduling board meetings
 - Developing board materials and document assembly
 - Taking minutes at meetings
 - Annual strategic planning meeting
- Coordinate meetings/special events with stakeholders
- Prepare correspondence for ED

Operations and Administration

- Prepare annual budget based on business plan
- Draft annual funding applications and reports to funders
- Manage annual reporting to government agencies (Alberta registry, CRA and others)
- Manage accounting and other office administrative duties and responsibilities, including ordering office supplies, etc.
- Liaise with the Law Society of Alberta regarding administrative and operational support
- Manage technology and computer needs including IT, website, case management software, equipment maintenance and upgrades

- Develop/update turn key materials (e.g. Best Practices manual, intake and referral procedures)
- Report to ED on all activities listed above

Communications

- Create newsletter pieces
- Draft speeches
- Develop PBLA outreach and promotional materials (conference, miscellaneous projects)
- Liaise with Law Society of Alberta regarding communications

Project Development

- Develop project proposals based on input from the ED
- Liaise with project partners, specifically to develop project logistics
- Draft grant proposals, grant reports
- Liaise with consultants re: project development
- Coordinate start-up events (draft agendas, book space, speakers, send announcements, conduct registration, intake).
- Develop budgets, etc.

Project Management

- Provide ongoing administrative and technical support to pro bono initiatives
- Coordinate miscellaneous projects
- Assist with outreach events to the legal profession
- Review and draft reports to project partners

Qualifications

- The successful applicant will possess a university degree or 3 – 5 years related experience and work well within an organization operated through a Board of Directors
- Experience working for a not-for-profit agency and/or a law related organization is a definite asset
- Superior writing, organizational and communication skills are a must as well as the ability to communicate effectively
- Some of the primary responsibilities include developing promotional materials, drafting grant proposals, developing budgets and coordinating start up events
- The applicant must be skilled in the use of word processing and computer operations including website management
- Interest and enthusiasm for developing programs to promote access to justice for those of limited financial means is definitely a requirement for this position

To apply to this new and exciting opportunity, contact Maureen Forbes at (780) 412-2309 or e-mail Maureen.Forbes@lawsocietyalberta.com before September 24, 2007.