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Job Posting – Executive Director

Location	British Columbia
Position	Full-Time
Reports to	Board of Directors
Salary Range	\$100,000-135,000 commensurate with experience

About SALCBC

The South Asian Legal Clinic of British Columbia (“SALCBC”) is a registered charitable non-profit organization committed to improving access to justice and providing culturally responsive and accessible legal services, legal information, advocacy, outreach, and public legal education for South Asian communities throughout British Columbia.

The Opportunity

SALCBC is seeking an experienced, values-driven lawyer with at least five years of experience in family law (present or past). The ideal candidate will also have strong organizational leadership skills and the ability to lead and manage a community-based legal organization as its Executive Director.

Reporting to the Board of Directors, the Executive Director will provide strategic and operational leadership for SALCBC and ensure the delivery of high-quality, ethical, culturally responsive, and trauma-informed legal services.

This is a senior leadership position for someone who can combine strong legal judgment with thoughtful people leadership, organizational management, community engagement, and a commitment to access to justice.



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The successful candidate will work collaboratively with the Board, lawyers, legal advocates, administrative staff, community partners, funders, and other stakeholders to strengthen SALCBC's services and advance its mission.

Key Responsibilities

- The Executive Director will play a key role in building strong community relationships, engaging stakeholders, and collaborating with non-profit partners to advance shared priorities and strengthen the clinic's impact.
- Provide strategic and operational leadership for SALCBC, including organizational planning, governance support, financial oversight, and long-term sustainability.
- Manage and oversee SALCBC's budget, grants, funding opportunities, and day-to-day operations, including supervision of financial reporting, compliance requirements, and funder relationships.
- Provide full-file legal services and manage family law matters.
- Provide supervision, mentorship, and guidance to lawyers, law students, legal advocates, and legal staff, supporting them in practice management, case strategy, and professional development.
- Create and support the development of internal legal resources and precedent documents.
- Promote and model trauma-informed, anti-oppressive, and intersectional approaches to legal service delivery
- Maintain a superior understanding of trauma-informed and culturally competent legal practices.
- Have experience using timekeeping and management software such as Clio or other equivalent platforms.

Qualifications

The successful candidate will bring a combination of legal expertise, leadership experience, sound judgment, and a demonstrated commitment to community-based access to justice.



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- LLB or JD, with active membership in the Law Society of BC, in good standing.
- Minimum of 5 years of law practice (present or past) in the area of family law preferably.
- Experience in other areas of law such as employment law, human rights, tenancy law or immigration law is an asset.
- Experience supervising the work of junior lawyers, articling students, and/or legal staff.
- Proven oral and written advocacy skills.
- Demonstrated experience working with marginalized clients using trauma-informed and anti-oppressive practices and a strong commitment to serving the underserved South Asian community.
- Exposure to the non-profit sector or similar organizations and structures.
- Strong commitment to legal ethics, demonstrated through knowledge, practice and professional responsibility.
- Conversant in at least one South Asian language (e.g. Hindi, Panjabi, Urdu).
- Demonstrated leadership and people-management experience.
- Experience managing organizational budgets, operations, projects, or programs.

Equity, Diversity & Accessibility

SALCBC is committed to building an organization that reflects and understands the communities it serves. We encourage applications from individuals with diverse identities, lived experiences, professional backgrounds, and relationships to South Asian communities, including people who have experienced systemic barriers within the legal profession or justice system. SALCBC is committed to providing reasonable accommodation throughout the recruitment process. Applicants who require accommodation are encouraged to let us know.

Compensation

The proposed salary range for this position is \$100,000-135,000 per year, commensurate with experience and qualifications.



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How to Apply

Interested candidates are invited to submit:

- a cover letter outlining their interest in the position and relevant experience; and
- a current résumé.

Please address applications to the SALCBC Board of Directors and submit them by email to:

info@salcbc.org

Application deadline: Open until filled.

Applications will be reviewed in confidence. We thank all applicants for their interest; only candidates selected for further consideration will be contacted.