

Executive Director
Law Society of Yukon

The Law Society of Yukon (LSY) is presently seeking an Executive Director to manage the day to day operations of the LSY. This dynamic individual reports to the President, LSY and works with a volunteer Executive. The Executive Director is responsible for initial review of membership and other applications; managing all finance and administrative activities; and overseeing LSY programs including discipline, insurance, audits and communications. The Executive Director assists the LSY Executive in developing policies, guidelines and rule amendments. He or she oversees organization of and attends Executive meetings and retreats, annual general meetings, special meetings and attends bi-annual national meetings of the Federation of Law Societies of Canada. The position presently supervises a staff of two.

The successful candidate will have a post-secondary education in law, management, commerce, business administration or communications along with five or more years' experience with a regulatory body or equivalent education and experience. The applicant should have knowledge of, or experience working in a legal environment or within the justice system, an awareness of the LSY's role and function in governing the legal profession and an awareness of the obligations and responsibilities of a regulatory body and the applicable federal and territorial legislation including the Legal Profession Act, and the Rules of the LSY.

Should you be interested in this opportunity, please send your cover letter and resume to: Law Society of Yukon, #304- 104 Elliott Street, Whitehorse, Yukon Y1A 0M2 by January 17, 2018.

For more information please contact Lynn Daffe – (867) 668-4231