

Overview of Associate Position

Volkenant Law Group is seeking a relational, talented, and motivated associate lawyer who will work primarily with our non-profit and charity clients in the areas of real estate leasing, financing, and development. Experience with estate planning would be an asset. Passion for, and experience working or volunteering in the non-profit and/or charitable sector, would also be an asset.

Volkenant Law Group exists to help non-profit organizations, charitable organizations and family businesses carry out their mission and charitable purposes. We feel called to serve these individuals and organizations that greatly benefit our communities and the world by providing charity.

For more information on the legal services we provide and the sectors we serve please visit <https://volkenantlaw.com/areas-of-practice/>.

The salary for this position ranges from \$110,000 to \$130,000, depending on year of call and relevant experience.

All interested applicants should submit their cover letter and resume to the attention of our partner, Rhys Volkenant, at rhys@volkenantlaw.com. We thank all applicants for their interest, only those considered for an interview will be contacted.

Why Volkenant Law Group

We offer a unique opportunity to provide legal services to the non-profit and charitable sector within a friendly, collaborative and family-focused environment and, in addition to a competitive base salary, we will provide:

- A comprehensive benefits package – Volkenant Law Group will pay for 100% of the benefit premiums
- A generous vacation allotment
- Personal days
- A supportive, engaging, tight-knit culture

The Position

We act for a full range of non-profit organizations and charitable organizations, at all stages of their existence. Much of the advice we provide requires an understanding of the law applicable to non-profit organizations and registered charities and so experience of working or volunteering in this sector is preferred.

Many non-profit organizations and charitable organizations enter into complex real estate, financing, and funding arrangements and require legal support to help carry out their activities and obtain financial support for their activities. This includes negotiation, review and/or preparation of documentation related to:

- Real estate offers to purchase, options, acquisitions and sales
- Real estate development, including subdivision and consolidations, meeting municipal zoning, development permits, building permits and PLA requirements, review, preparation and registration of development agreements, site servicing agreements, statutory rights of way, easements and restrictive covenants
- Ground leases and commercial leases
- Financing including mortgages, mortgage renewals and all collateral security agreements
- CMHC and BC Housing funding commitments and operating agreements
- Disclosure statements
- Residential tenancy agreements
- Facility use and licence agreements
- Commercial contracts including service agreements, sale of good agreements and non-disclosure agreements

We also help people in the non-profit and charity sector with their wills and estate planning work. This position also includes an opportunity to practice in this area, which would include the following:

- Drafting of estate planning documentation including wills and trusts (including Family and Alter Ego Trusts), representation Agreements, living wills, advance directives, powers of attorney
- Probate and estate administration and advising executors and beneficiaries generally
- Drafting of planned giving instruments and agreements to facilitate charitable giving
- Advising on risk management and asset protection strategies
- Property transfer tax and probate fee planning and implementation
- Providing advice for caregivers and trustees of incapable adults

Who We Are Looking For

- Member in good standing of the Law Society of British Columbia
- Passion for, and experience working or volunteering in, the non-profit and/or charitable sector
- At least 2-3 years of experience with a law firm providing commercial real estate and/or financing legal services.
- Significant knowledge and experience with the negotiation and preparation of leases, real estate purchase and sale documentation, and a wide range of commercial agreements.
- Ability to work independently to manage the entire contract process from initial contact to execution.
- Ability to handle a high volume of work, multi-task and prioritize workload efficiently and effectively.
- Possess excellent verbal and written communication skills, coupled with a confident and personable demeanor to build strong internal and external relationships.