

## PARALEGAL (18 MONTH CONTRACT)



The AIC (<https://www.abcouncil.ab.ca/>) is responsible for the second largest insurance jurisdiction in Canada, supporting more than 42,000 licensees and issuing over 80,000 licenses. Reporting to the Director of Legal and Regulatory Affairs (DLRA), the Paralegal is responsible for managing case files, drafting legal documents, facilitating communication with stakeholders, and conducting research.

### THE IDEAL CANDIDATE

We're looking for a proactive and resourceful **Paralegal** for an 18-month contract. The ideal candidate is a self-starter who thrives in a collaborative environment, takes ownership of their work, and anticipates the team's needs to keep projects moving forward. We value individuals who bring a continuous improvement mindset and the ability to balance competing priorities with professionalism and discretion. You take pride in your attention to detail, communicate effectively, and stay calm under pressure.

A Paralegal / Legal Assistant diploma is required, with a minimum of 5 years' experience in a similar role, preferably within a law firm or regulatory environment.

### THE TEAM

The AIC Legal team plays a vital role in upholding industry transparency, fairness and compliance with applicable laws and regulations. Our team provides comprehensive legal advice, supports regulatory decision-making processes, manages appeals and hearings, drafts and maintains internal policies, and ensures compliance with privacy and information access legislation.

### THE ROLE

- Keep Industry Council meetings running smoothly – schedule meetings, prepare agendas, and record key takeaways.
- Support appeal hearings – coordinate logistics, compile appeal binders, and manage documentation.
- Provide comprehensive legal and administrative support – manage case files, track timelines, and draft reports.
- Respond to access to information requests and ensure privacy compliance.
- Maintain internal policies, contribute to process improvements, and assist with staff training materials.
- Liaise with internal teams, industry members, and external stakeholders to provide exceptional service.
- Organize travel, manage calendars, and handle general departmental administration.

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## THE REQUIREMENTS

### Education, Experience & Knowledge

- Legal Assistant or Paralegal diploma from a recognized post-secondary institution (required).
- Additional certifications in privacy legislation, FOIP, or related areas are an asset.
- Minimum **5 years' experience** as a Legal Assistant or Paralegal, preferably in a law firm or regulatory environment.
- Experience supporting hearings, councils, or committees is a strong asset.
- Familiarity with privacy legislation (e.g., FOIP) and records management best practices.
- Proficiency with Microsoft Office Suite, CRM systems, and document management platforms.
- Knowledge of applicable legislation, regulations, and organizational policies, with the ability to interpret, apply, and provide guidance to ensure compliance and support informed decision-making.

### Skills

- Confident working independently, making sound decisions, and knowing when to seek guidance.
- Organized & detail-oriented, keeping the department and projects on track, manage competing priorities, and ensures deadlines are met.
- Able to explain complex information clearly and collaborate with people at all levels.
- Proactive problem solver and critical thinker, anticipating next steps, finding solutions, and continuously seeking improvements.
- Skilled at researching, finding answers, analyzing information, and presenting it concisely.
- Works well independently and collaborates effectively within a team setting.
- Service-oriented, providing exceptional support to both internal and external stakeholders.
- Handles sensitive information with the utmost care and in compliance with privacy laws.

## WHAT WE OFFER

We offer a collaborative and enjoyable work environment and a chance to make a difference in the lives of Albertans. Experience the exceptional benefits of working with us, including:

- Comprehensive benefits package, including health and dental.
- Generous health and wellness spending account.
- Secure your future with up to 7% RRSP employer matching.
- Generous vacation time, starting at three weeks plus December closure.
- Possibility for hybrid work with three anchor office days.



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- Additional employee discounts and perks available.
- Benefits eligibility may vary based on employment status.

### HOW TO APPLY

If the role is a fit, please apply to join the AIC and help us protect Albertan insurance consumers and make a meaningful impact. To apply, please click on this link:

<https://ca.indeed.com/cmp/Alberta-Insurance-Council/jobs>

Applications will close on **March 12, 2025**. Don't miss this opportunity to be part of our Team!

AIC thanks all candidates for their interest. We value the time and efforts candidates put into their application and we commit to responding to all candidates and letting know the status of their application.

AIC is committed to promoting equity and diversity, and to creating a work environment that is respectful, inclusive, and free from barriers. Accommodations are available upon request during the selection process.