



POSITION PROFILE

Manager Legal Affairs

POSITION IDENTIFICATION

Position Title: Manager of Legal Affairs
Reports to: Board of Advisors, Board of Directors

POSITION SUMMARY

YWiB is growing, and it's growing fast! We want to make sure that we've got all of our bases covered legally and that the decisions we're making aren't going to backfire. This position acts as a shield protecting us, our name and our reputation.

ORGANIZATIONAL STATUS

This position is directly involved with every little piece of YWiB and works really closely with the Board of Directors. This means that it spans not only the YWiB Network and our existing programs, but also YWiB UBC, YWiB SFU and any chapters we hope to create in the future. This means that communication is key. No one on the team currently is from a legal background but we are eager to learn and set up appropriate systems and processes.

MUST KNOW ABOUT YWiB

Everything. Starting off we want to know what our major risks are and where we have weaknesses. This will mean spending some time going through all of our plans, from the little thought bubbles that we are currently contemplating, to the big events where planning is in full swing.

WORK PERFORMED

This position will be immediately responsible for defining and managing our intellectual property rights, and helping formalize the processes for our strategic and operational partnerships. This is a new position for us, so from there we really want to sit down and evaluate YWiB as a whole finding what our risk areas are and what steps we will need to take to manage them. We will work together to flesh out the ongoing work performed and find something that makes all of us happy.

SIGNIFICANCE OF POSITION

Right now there is no one speaking specifically to the legal side of our decision making and we want to fix that! This is an important position and will help us sustain ourselves as we grow and as time goes on.

EDUCATION/WORK EXPERIENCE

Some legal background would be a great asset, whether this means just starting school, having worked for a little while, or having a really strong interest and knowledge base.

SKILLS

You'll be great at this job if you are: patient, open, detail-oriented, enjoy defining your own role and your own responsibilities and willing to get your hands dirty with some research. You'll rock if you also believe strongly in YWiB's long term goals and are good at keeping those in mind.