



Arctic Co-operatives Limited

Career Opportunity

Title	Senior Legal Counsel
Department/Division	Legal Group/Finance
Location	Home Office - 1645 Inkster Blvd, Winnipeg

Arctic Co-operatives Limited (Arctic Co-ops) is a service federation that is owned and controlled by 33 community-based co-operative businesses (Member Co-ops) located in Nunavut, the Northwest Territories, Saskatchewan and the Yukon. Arctic Co-ops coordinates the resources, consolidates the purchasing power, and provides operational, technical, and professional support to its Member Co-ops, enabling them to provide a wide range of services to their local member-owners.

Benefits of working at Arctic Co-ops include:

- a competitive salary,
- annual vacation (accrue 3 weeks of paid vacation time in first year),
- employer-matched pension plan,
- comprehensive group benefits plan including General Flexible Spending accounts,
- career development opportunities,
- hybrid work environment
- annual performance plans, and an environment where employees are encouraged, supported and recognized.



Position Summary

Reporting to the Chief Financial Officer of Arctic Co-ops, the successful candidate will be responsible for providing expert legal advice to senior level management, board members, and employees of the organization. Further, the successful candidate will need to develop an in-depth understanding of co-operatives in general, and how legal issues impact members in our Co-operative System.

Experience on a broad range of legal and business issues involving multiple jurisdictions, with a particular focus on corporate/commercial, real estate, employment, construction, banking/financing, and corporate governance matters will be essential for this position.

Duties and Responsibilities

The general duties and responsibilities of the Senior Legal Counsel will include:

- Providing legal and business advice and opinions to Arctic Co-ops' business units on a variety of matters, including, but not limited to, the preparation, review and interpretation of legal documents, agreements and contracts; commercial transactions, including acquisitions; corporate finance; bidding and contracting; intellectual property; equipment and real property leasing and purchasing; procurement; employment; competition law; privacy; environmental matters; and, general regulatory compliance;
- Undertaking research, interpreting and analyzing information, and presenting options, opinions and implications to senior leadership;
- Monitoring and advising on changes to legislation having an impact on Arctic Co-ops and/or its retail members, and in particular, co-operative legislation, PIPEDA, CASL, etc.;
- Providing in-service training and education on legal and risk management issues, and implementing best legal / compliance practices throughout the organization;
- Overseeing Legal Group precedents and records;
- Performing administrative and management functions related to the practice of law; and,
- Overseeing and providing mentorship and leadership to junior members of the Legal Group.

Qualifications

The successful candidate will have a J.D. or LL.B., and will be a practicing member in good standing with the Law Society of Manitoba (or with the Law Society of another Canadian jurisdiction and have the ability to be admitted to the Law Society of Manitoba) with six to eight years of practice experience, a high degree of professional ethics, excellent judgment and analytical skills, exceptional interpersonal, oral and written communication skills, and demonstrated ability to partner with individuals at all levels of an organization.

We'd love for you to join us!

Qualified applicants can apply by sending a cover letter and current resume by e-mail to HumanResources@arctic.coop. The deadline for applications is on **February 14, 2025**.

Indigenous candidates are encouraged to apply.

For more information you can visit [our website](#) or

find us on social media (click on icon)

