



Job Posting: Executive Director Pro Bono Law Saskatchewan

Job Title:	Executive Director
Status	Full Time, In Person, Regina, SK

Date Posted	Monday, December 15, 2025
Closing Date	Friday, January 9, 2026

APPLICATIONS

Interested applicants should forward a cover letter, resume and references in confidence to:

Karen Hoeft, Vice President, Board of Directors, Pro Bono Law Saskatchewan

Karen.hoeft@salvationarmy.ca

The position offers a competitive salary range depending on relevant experience and year of call, 5 weeks' vacation/days off, a health and benefit plan, employer matched retirement contribution, and a working environment that supports work-life balance.

GENERAL DESCRIPTION

The position serves as the face of Pro Bono Law Saskatchewan (PBLs), acting as a community leader and brings voice to issues faced by low-income, self-represented individuals with Saskatchewan based legal matters.

This position reports to the Board of Directors, and is responsible for the successful leadership, management and financial stability of PBLs according to the organization's strategic direction.

KEY DUTIES AND RESPONSIBILITIES

The key duties and responsibilities include:

- Legal Services to PBLs Clients
- Operations and Administration
- Human Resources and Management
- Financial Oversight and Management
- Board Relations and Governance
- Community Relations / Advocacy
- Risk Management

The Executive Director is responsible for the general oversight of leading, managing and delegating work to approximately 9 staff, and approximately 150 volunteers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Demonstrated knowledge of:

- Leadership, management principles and laws related to Charitable/non-profit/ voluntary organizations
- Current community challenges and opportunities relating to the mission of the organization
- Canada's colonial history and commitment working with Indigenous community members
- Aware of and sensitivity to the realities and challenges facing community members who live in poverty and experience injustice
- Function of operations including human resources and financial management, and project management
- Issues regarding access to and the injustices of the Saskatchewan justice system
- Justice stakeholders and the legal community in Saskatchewan

Skills and Abilities:

- Visionary leader able to think laterally, creatively and strategically.
- Firm understanding of government relations and Board governance
- Ability to build, cultivate, and nurture lasting and collaborative relationships among diverse stakeholders, including community organizations, funders, sponsors, and government officials
- Highly organized, able to prioritize and multi-task as well as thrive in a fast-paced environment
- Demonstrates a high level of initiative, critical thinking and analytical skills
- Exceptional verbal and written communication skills with the ability to present ideas and programs with passion and enthusiasm
- Ability to provide mentorship and guidance to all staff
- Flexible and adaptable to change with the ability to remain calm and focused.
- Proficiency in the use of technology

EXPERIENCE AND PROFESSIONAL DESIGNATION REQUIREMENTS

Education and/or Professional Designation:

- Be licensed or eligible to practice law in Saskatchewan
- Experience and familiarity with non- profit or community organizations
- Possess 5-7 years of experience in a wide variety of legal practice areas
- Ability and commitment to leading and managing a team of employees
- Familiar with fund development, proposals and grants

WORKING CONDITIONS

- This position is a balance between working in an office environment using a computer and traveling and attending external commitments.
- Requires flexible and non-typical work hours in order to accommodate activities such as participating in board and committee meetings, engaging in program activities, representing the organization at public events, etc. and travel.
- Able to handle stress associated with managing multiple projects simultaneously, meeting deadlines, negotiating with stakeholders, and ensuring quality programs are in place and funded and constant change.
- Able to respond to high stress and possible crisis management needs of community members who experience poverty and injustice.
- Valid drivers' license and access to a vehicle.

*We thank all applicants for their interest,
however, only those candidates selected for interviews will be contacted.*