

Employment Opportunity

Assistant General Counsel (12-Month Term)

The opportunity

Are you an experienced lawyer looking to diversify your portfolio in the real estate industry or in professional regulation? Do you wish to leverage your legal expertise to protect consumers and promote the integrity of Alberta's real estate, property management, condominium management, and mortgage brokerage industries? If so, this may be the opportunity for you.

RECA is looking for a dedicated, skilled lawyer to join our team. Reporting to our General Counsel & Corporate Secretary, our Assistant General Counsel provides generalist legal services that focus on governance, corporate legal advice, privacy compliance, hearings administration, policy assignments, and litigation.

This temporary, full-time employment opportunity offers a dynamic team environment that supports collaboration and innovation. This position provides a comprehensive benefits package, 3 weeks' paid vacation, and a hybrid work environment of 2 days a week in the office.

Role & responsibilities

- prepares legal opinions and provides advice affecting governance and organizational policies and procedures
- assists in discipline hearing and appeal panel procedures and processes, RECA's Privacy Management Program, and Assurance Fund claims
- responds to civil action against the organization, Directors and officers, and staff
- commences actions to enforce debt obligations of licensees
- identifies legal trends and issues affecting the organization and the real estate industry through research
- drafts contracts, position papers, and other legal documents

Skills & qualifications

- a J.D. or LL.B. Degree from an accredited law school with membership in good standing with the Law Society of Alberta
- a minimum of 5 years of professional Canadian legal experience in commercial and/or corporate law

- at least 2 years' legal experience in an in-house corporate/regulatory legal environment would be considered an asset
- sound knowledge of administrative law, privacy law, employment law, and professional regulatory law in Canada. Some litigation experience is considered an asset
- sound judgement and decision-making skills with experience in negotiation and conflict management
- a high level of interpretive, advisory and communication skills, both oral and written
- the ability to work closely with others but also independently when required
- agility and flexibility, with the ability to work in a fast-paced environment with changing priorities

How to apply

If you think this is the job for you, please email your cover letter and resume to Human Resources at hr@reca.ca. Please include "Assistant General Counsel" in the subject line of your email. The application deadline is **June 25, 2025**. We thank all applicants for their interest. We will contact only those individuals we are considering for interviews. We may also consider your application for other job openings at RECA.

About us

As the governing body for Alberta's residential real estate, commercial real estate, property management, condominium management, and mortgage brokerage licensees, the Real Estate Council of Alberta (RECA) is committed to the public interest by promoting the integrity of the industry and protecting consumers.

RECA's mandate is to protect consumers, to provide services to facilitate the business of licensees, and to protect against, investigate, detect, and suppress fraud as it relates to the business of licensees. As the governing body, we are guided by our commitment to integrity, professionalism, mutual respect, transparency, collaboration, and communication. Please visit reca.ca for more information.