



CANADIAN ASSOCIATION
OF PETROLEUM PRODUCERS

LEGAL ASSISTANT

About CAPP

The Canadian Association of Petroleum Producers (CAPP) is a non-partisan, research-based industry association that advocates on behalf of our member companies, large and small, that explore for, develop, and produce oil and natural gas throughout Canada.

Our associate members provide a wide range of services that support the upstream industry. CAPP's members produce nearly three quarters of Canada's annual oil and natural gas production and provide more than 400,000 direct and indirect jobs in nearly all regions of Canada. In 2022 across Canada, our industry contributed \$111 billion to the Gross Domestic Product (GDP) in addition to paying \$45 billion in taxes and royalty payments. CAPP is a solution-oriented partner and works with all levels of government to ensure a thriving Canadian oil and natural gas industry.

We strive to meet the need for safe, reliable, affordable, and responsibly produced energy, for Canada and the world. We are proud to amplify industry efforts to reduce GHG emissions from oil and gas production and support Indigenous participation and prosperity.

CAPP is seeking a Legal Assistant. This is a full-time permanent position located in Calgary, Alberta and reports to the Director, Legal & Compliance.

About the Role

This role is a key member of the Legal & Compliance team and will play a crucial role in ensuring the organization, accuracy, compliance, and effectiveness of legal processes. The ideal candidate will possess a "can-do" attitude, excellent attention to detail, and 5 to 10 years of relevant experience.

- Draft, coordinate, proofread, organize and track legal files, contracts and agreements ensuring accuracy and completeness.
- Liaise with internal departments and external parties to gather necessary information for legal matters, whilst ensuring adherence to all relevant regulatory requirements and best practices.
- Ensure timely reporting of lobbying and advocacy activities by CAPP staff on behalf of the oil and gas industry.
- Ensure timely review and responses to Access to Information and Privacy (ATIP) and Freedom of Information and Protection of Privacy (FOIP) requests.
- Coordinate training to employees on compliance-related matters to ensure a comprehensive understanding of regulatory obligations.

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- Perform regular compliance monitoring activities to identify and address any potential compliance issues.
- Provide administrative support, including calendar management, invoice review and coding, travel arrangements, and meeting coordination, as required.
- Supports corporate governance oversight, including preparation of Board materials and preparation for the AGM.
- Responsible for facilitating CAPP's corporate filings.
- Participates in special projects as assigned.
- Performs other duties as assigned.

About You

- A minimum of 5 years work experience in a corporate environment supporting the legal function.
- Post Secondary education in Legal Studies, Paralegal Studies, or a related field is considered an asset, but not necessary.
- Proficiency in legal research and document management.
- Must be eligible to work in Canada legally.

About Your Personal Skills & Qualities

- A self-starter who takes initiative and has excellent interpersonal and collaboration skills.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to work independently, multitask and manage multiple priorities in a fast-paced environment.
- Handle sensitive information with the utmost confidentiality and discretion.
- Strong problem-solving and analytical skills

Please send your cover letter and résumé in confidence to jobs@capp.ca referencing “Legal Assistant” in the subject line. We thank all those who apply; however, only candidates selected for an interview will be contacted.
