



Position Title: Paralegal

Status: Full-Time, Exempt, On-site-
Boston, MA/Remote

Reports to: General Counsel

Date: November 2022

Job Summary:

Under the general supervision of General Counsel, the Paralegal is responsible for providing support for a wide range of legal activities, primarily focused on corporate governance, vendor management and contract management, and general record keeping.

Position Duties:

- Provide support for corporate governance processes, including general record keeping, preparation of board and committee meeting agendas and materials as required.
- Maintain and populate electronic board portal for board meetings and engage with Board of Directors as required.
- Prepare and assist in filing state and local filings for company and its affiliated entities.
- Handle information requests to and from other company personnel, including research of legal matters.
- Maintain and assist in the management of the vendor management process including contract review and contract tracking.
- Edit documents, filings and other administrative duties as needed.
- Other special projects as assigned or directed.

Job Knowledge and Skills:

Can multi-task and work independently and inter-dependently, as a team member and across departments. Possess a high level of accuracy and attention to detail. Working efficiently in a fast-paced environment and meeting strict deadlines is essential. Takes the initiative in identifying and anticipating needs. Acts with integrity, professionalism, and maintains confidentiality and discretion. Maintains the ability to plan and prioritize projects in a timely manner and keep the project owners updated and well informed. Exceptional oral and written communication skills, time management, and organizational skills are essential.

Education and Experience:

- Paralegal Certificate or bachelor's degree required.
- A minimum of 2 years of experience in a corporate environment required.
- Strong PC skills including applications such as Word, Excel, Access, Outlook, and Power Point.