



Legal Assistant

Are you highly organized and a detail-oriented **Legal Assistant** looking to join a dynamic and hard-working team? With supervision, this person supports the General Counsel in the full range of the General Counsel's responsibilities. This includes serving a varied and integral role in organizing and processing all League contracts and transactions related to land acquisitions, stewardship, and management, as well as providing legal support to all League departments and functional areas. This person will also assist the General Counsel on governance matters related to the Board of Directors and Board Committees, internal policies and procedures, staff training, and general compliance matters. The individual will work closely with staff from all departments to ensure their legal requests are processed efficiently and will also coordinate various tasks with staff in the Programs, Development, Outreach and Operations Departments

Experience supporting in-house counsel, nonprofit work, and a passion for the redwoods or environmental causes are highly desirable.

Essential Duties and Functions:

The individual will work hand-in-hand with the League's General Counsel and Legal Counsel in a wide range of responsibilities. Characteristic responsibilities include:

Conservation Programs Support:

- Assist with legal department processing, review, and approval of real property transaction documents, including letters of intent, option and purchase agreements, escrow instructions, deeds, conservation easements, licenses, , deeds of trust, legal correspondence and other transactional documentation.
- Coordinate and work with General Counsel to provide legal support to League staff in negotiating, documenting, and implementing real estate transactions.
- Coordinate and support programs staff on tasks and communications with governmental agencies, real-estate professionals, landowners, and title companies.
- Provide due diligence assistance including review title reports and documents, appraisals, and other real estate transaction documents.
- Provide legal-related administrative support and document management on real estate transactions.
- Assist with legal department processing, review, and approval of memoranda of understanding, contracts, grants, and other documentation in support of the League's Restoration, Science, and Connect programs.
- Work with League staff and the General Counsel to produce high quality written memoranda and draft resolutions for Board approval.

General Contracts Support:

- Support and assist the League staff in all departments to draft, edit, and review League contracts for compliance with League standard terms and conditions, policies, procedures, and other legal requirements.
- Manage contract approval process and document management for the organization.
- Ensure proper document and contract template management, retention, and filing.
- Coach and train staff at all levels of the organization on legal department processes, procedures, and use of software tool used to manage legal requests (currently Asana).
- Assist staff from other departments in tracking contract termination dates, contract amendments, and ensuring that all necessary contractual documents are received, saved, and properly filed (insurance, ACH, W9s).
- Perform due diligence and successfully manage outside consultants and contractors as assigned.
- Provide training regarding contract forms and processes to new and current staff.

General Legal Support:

- As department administrator, being the initial point of contact for legal questions, providing calendar support, and coordinating meetings with internal and external parties.
- Reviews, assigns, and manages incoming legal requests to ensure timely and efficient support is provided.
- Manages legal documents. Establishes and maintains a filing system architecture for key documents related to legal, contract and board governance.
- Ensure legal department processes are being followed, and coach staff members on use of templates, forms, and software tools used to manage legal workflow.
- Support the General Counsel in preparation for Board and Committee meetings, assist with taking minutes, and managing follow up tasks.
- Assist General Counsel and other executives with the League's public policy work as assigned.
- Assist in researching, organizing, tracking, and filing both Board and organizational policies and procedures.
- Assist General Counsel in orienting new staff, and training current staff on organizational policies, procedures, and risk analysis.
- With input from the General Counsel, act as the lead in organizing and managing League insurance policies, invoices, renewals, and claims processing.
- Assist the General Counsel to ensure League compliance with applicable laws, regulations, and industry accreditation standards including Land Trust Alliance standards and practices.
- Act as lead in receiving, reviewing, organizing, and processing outside counsel invoices, including correctly coding invoices and submitting to finance for approval.

- Assist General Counsel and Legal Counsel in providing timely and effective legal support to all departments and coordinating cross-functional projects with staff from Finance, Development, Marketing and Communications, Operations, and Human Resources.
- Perform legal research and provide written summaries as needed.
- Research, organize, and summarize Board policies, procedures, resolutions, and other governance information stored in SharePoint.

Qualifications:

- Associates or Bachelors degree or equivalent experience/training
- 5+ years' relevant experience at law firm or in-house legal department, including experience with one or more of the following areas: real estate transactions, contracts administration, nonprofit law and governance, environmental law, trust, and estates, and/or support of senior attorneys or in-house counsel.
- Experience with Asana project management software, or proven ability and aptitude for learning contract or project management software.
- Familiarity with local, state, and federal laws, policies, and programs that affect the League and its work.
- Exceptional project management and organizational skills.
- Strong experience with Microsoft Office (including Word, Excel, Outlook, PowerPoint) and SharePoint.
- Experience with online legal research platforms.
- Experience handling complex tasks under pressure and stringent time constraints.
- Produces high quality work at a high level with few if any errors or omissions.
- Excellent verbal, written, and interpersonal communications skills.
- Ability to establish and monitor priorities, maintain flexibility, and meet deadlines.
- Ability to work independently as well as on a team.
- Direct experience in nonprofit administration, governance, regulatory compliance, and corporate record-keeping preferred.

Supervisory Responsibilities:

- None

Working Conditions/Physical Effort:

- Actively utilizes computers, telephones and other office equipment
- Frequently moves about the office to collaborate with colleagues.
- Regularly sits at a desk or computer workstation

To apply submit materials here: savetheredwoods.bamboohr.com/careers

Work Schedule:

This role is hybrid with a minimum of 1-2 days onsite per week. For the first 3 months this position will be onsite more frequently for training. After 3 months, our weekly in office day is Tuesday (when everyone living in the SF Bay Area is required to come in). Additional days are based on business needs.

Compensation and Benefits:

As a full-time exempt employee, you will be eligible for full benefits which includes medical, dental, and vision insurance, three weeks of vacation annually plus holidays, and a 403(b) retirement plan, currently with an up to 8% company match. We offer competitive salaries commensurate with experience and internal & external salary equity considerations; the hiring range for this position is \$75,000 - \$90,000 per year.

Save the Redwoods League is fully committed to our [Diversity, Equity and Inclusion Goals](#). The League welcomes candidates with diverse backgrounds and/or multicultural skillsets. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you are the right person for this job and can persuasively make that case, we encourage you to apply.