

jasonwiener | p.c.

a public benefit corporation

Position Title: Paralegal

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Company Description:

Jason Wiener | p.c., a public benefit corporation is a unique social enterprise law firm that serves mission-driven and community-oriented clients. Our attorneys specialize in all forms of cooperatives (worker, housing, purchasing, marketing, platform, etc.), social enterprise entities, technology startups, DAOs, public benefit corporations and nonprofits. We work with all stages of business, from start up through capital raising and on-going general counsel services, on a variety of transactions. You can find more information about our [practice areas](#), [values](#), [attorneys](#), and [writing](#) on our [website](#).

We take a holistic approach to work-life balance so our team members can thrive in both their personal and professional lives. We prioritize long term sustainability in work over short term and narrow metrics and our team participates in frequent and fluid feedback systems, with tailored professional development planning. Advancement opportunities are available and encouraged. We are mindful of the impacts of fully remote workplaces, so we create a variety of opportunities for interactions between team members, in person and virtually.

Position Summary:

Would you thrive working flexibly and remotely, constantly learning new things, getting to wear multiple hats and using all parts of your brain, being highly valued, and having a sense of ownership in your role? Would you like to be part of an organization that is creating a world where people are excited to start their workday?

If so, you may be a great fit as a Paralegal with Jason Wiener | p.c., a Public Benefit Corporation. Our ideal candidate has at least some mid to big firm experience in one or more of following practice areas: Business Law, Financing and Securities Regulations, Corporate Law, and Commercial Real Estate Law.

Responsibilities:

- Business entity formations including general preparation and drafting of corporate documents, board resolutions, notices, and ensuring entities remain compliant;
- Obtain EINs and file appropriate entity registration documents with federal and state agencies;
- File appropriate securities forms and notices with federal and state agencies;
- With input from attorneys and clients, assist with drafting purchase and sale agreements and related documents; coordinate obtaining information for related exhibits;
- Assist with drafting commercial loan documents including promissory notes, security agreements, and related documents;
- Assist attorneys with drafting contracts, service agreements, employment agreements, and other documents as requested;
- Assist attorneys and clients with real estate purchase and sale contract review, title and survey review, and work with surveyors and title officers on various survey or coverage issues;

- Prepare timelines and work with lenders on closing checklists, maintain critical date schedules, prepare closing and transfer documents, coordinate all aspects of the closing with team attorneys, opposing counsel, clients, lenders, vendors, and title company contacts, and handle all post-closing issues and following up on outstanding items;
- Assist attorneys with lender-required legal opinions;
- Assist with review or drafting of commercial leases for clients;
- Assist attorneys with drafting employment or management contracts for clients;
- Assist attorneys with reviewing and drafting employee handbooks;
- Assist attorneys and clients with preparation of nondisclosure or noncompete agreements;
- General document review, formatting, and editing for consistency and a professional ‘look and feel’ of client documents;
- Assist with and support creation of often-used forms;
- Be responsible for maintaining and assisting with file organization, management, and upkeep; and
- Assist with billing and back-office firm administration, including coordinating and managing an active calendar of appointments and screening potential clients and other interested parties.

What you can expect from us:

- Enthusiastic support and appreciation.
- Transparency in information sharing, including open books management practices.
- Flexibility and the ability to work remotely.
- Professional Development and support for your continuous learning and growth.
- Competitive compensation and work-life integration.

Work Experience and Skillset:

- Proven (3-5 years) real-world paralegal experience with a mid-size or large law firm or in-house corporate law department. We will consider candidates without direct practical experience, depending on motivation to learn and theoretical experience with cooperatives or social enterprises.
- Authorization to work in the US.
- An Associate’s degree and/or paralegal certificate, or a foreign law degree, if you are not currently licensed to practice law in the US.
- Excellent writing, editing, research, and organizational skills.
- Preferred, but not required: Experience working in a company that had clients across a wide variety of industries.
- Growth mindset with the ability to learn skills on the job as needed.
- Adaptability, resourcefulness, solution focus, a drive for continuous improvement, organization, follow up, and attention to detail.
- Excellence at managing client expectations and risks, and internal and external proactive communication.
- An intermediate level of technical proficiency in Microsoft Office365 applications, cloud-based communication, project, and task management tools (e.g., Zoom, Trello, PandaDoc, DocuSign, and Adobe), and document management systems.

Organizational Fit:

- Reliable, responsible, and dependable, (consistent availability, work quality, and meeting deadlines without reminders).
- Interested in working with attorneys and clients who are mission driven and highly creative.
- Proactive self-starter with a need for little direction (yet able to ask good clarifying questions to confirm understanding of assignments), with an uncanny ability to anticipate needs.

- Comfortable working transparently and communicating across functions.
- Success in using influence rather than authority to achieve desired outcomes.
- Effectively balances task and people centered commitments.
- Entrepreneurial, smart, proactive, extremely detail-oriented, and intuitive.
- Organization, follow up, attention to detail, creativity, resourcefulness, and out-of-the-box thinking.

Desired Personal / Leadership Characteristics:

- Ability to inspire confidence, and build and maintain trust.
- Self-aware.
- Models professionalism, integrity, self-accountability, "ownership thinking", and communicativeness.
- Prioritizes dependability and consistency.

Other non-legal activities that we'll expect from you and what you will be doing:

- We take a circles approach to major firm functions, including External Communications, Service Development & Operations, and Internal Relations.
- You would have access to a wide variety of responsibilities depending on your interests and what you are best at, e.g., business development, special projects, website updates, editing videos, etc.
- Conducting initial video intake calls with potential clients (the percentage of your role that includes this responsibility depends on our workload, as well as your skills, preferences, and availability).
- Assisting with client and business development through public presentations, blog writing, client outreach, and maintaining communications with current clients.
- Responsibility for personal timekeeping and assistance with the monthly billing process.
- Participating in weekly, quarterly, and annual team meetings, including an annual retreat.
- Interest in learning the cooperative business model, including cooperative corporations, and limited cooperative associations.
- Supporting operations in various systems (requires the ability to figure out technology on your own), including MS Outlook, Excel, Teams, QuickBooks, WordPress, Trello, DocuSign, PandaDoc, and more.

Compensation:

Total compensation includes base salary and participation in a profit-sharing program. Compensation will start at a base salary of \$65,000 to \$75,000, depending on experience, skills, education; starting salary range is limited by an objective formula that we apply equally to all legal staff. Hours are flexible but we are looking for a full-time person, with a modest minimum billable/revenue requirement. Jason Wiener | p.c. offers a full range of benefits for full time employees including medical/dental insurance with attractive premiums, self-directed 401(k) match access, professional development, generous PTO (Paid Time Off), mental health and office stipends.

Jason Wiener | p.c. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of actual or perceived race, color, creed, religion, ancestry, citizenship status, age, sex, marital status, sexual orientation, national origin, special or different ability(ies), veteran status, or any other characteristic protected by applicable federal, state, or local laws. Women, gender non-binary, and persons of color are encouraged to apply.

Please send a **resume, cover letter** (explicitly demonstrating how your experience and interest overlap with the firm's values and norms), and a **writing sample** to Jessica Denny, jessica.denny@jrwiener.com, with subject line "Paralegal position."