

Wounded Warrior Project
4899 Belfort Rd, Jacksonville, FL 32256

Contracts Paralegal

Contact Person Title: Debra Johns

Email: djohns@woundedwarriorproject.org

The Wounded Warrior Project (WWP) Contracts Paralegal supports the legal department on legal contracts matters, and drafts and revises contracts and other legal documents and communications.

Support WWP's legal department with commercial transactions and contracts, intellectual property, and real estate leases. Draft and revise contracts, commercial legal documents, and business communications, under attorney supervision. Prepare and draft reports, correspondence, and memoranda of law. Consult with WWP attorneys or outside counsel to obtain legal opinions and advice. Coordinate the intake process for legal support requests. Coordinate timely response with appropriate parties and serve as a liaison among attorneys, WWP teammates, and other third parties to effectively respond to legal support requests. Coordinate the collection and organization of information, data, documents, materials and other evidence required to respond to discovery. Maintain case files and correspondence records. Coordinate the company's contract portfolio including assisting with document retention protocol. Conduct research on commercial issues. Review and monitor new and updated laws and regulations impacting WWP. Summarize findings into actionable summaries. Ensure confidentiality of all company data and information. Other duties as assigned. Knowledge,

Skills & Abilities

Strong written communication skills. Demonstrated ability to draft written contracts, legal documents, and business correspondence. Excellent editing and proofreading skills. Strong attention to detail and accuracy. Demonstrated analytical ability, and ability to utilize critical thinking skills. Good reasoning abilities and sound judgment. Demonstrated ability to produce high-quality deliverables while coordinating multiple projects. Exceptional interpersonal skills. Team player, with ability to respond with flexibility and understanding. Demonstrated ability to communicate with tact and maturity. Demonstrated emotional intelligence. Resourceful, well organized, dependable, and efficient. Strong organizational and time management skills. Demonstrated computer proficiency using Microsoft Office, e.g., Word, Excel, Outlook, PowerPoint. Demonstrated legal research expertise using electronic resources, e.g., Lexis-Nexis and Westlaw. Demonstrated commitment to continuous learning to improve competencies in writing contracts and in legal compliance to support the organization. High energy level, self-starter, and willing to take initiative. Unequivocal commitment to the highest standards of personal and business ethics and conduct. Mission-driven, guided by core values, and a pleasure to work with. Education & Experience Requirements

Full Time

Required Qualifications: Bachelor's degree in relevant field. Equivalent combination of education, experience, training, or certification may be considered.

Preferred Qualifications: Five years of experience working in a law firm or corporate legal department.

Application Submission Instructions:

- email

Application Materials Requested:

- resume
- cover

Application Deadline: 08/31/2019