

Presbyterian Foundation is looking for a Paralegal to join our dynamic team!

- ***Can you join in our passion for doing well and doing good throughout the world? Do you want to make an impact around the world right here in Jeffersonville – we are for you!***

- ***Are you passionate about the details and keeping records pristine? If you believe that you can provide detailed administrative support and record-keeping duties for our Legal Department - we are for you!***

- ***Do you want to be part of a culture where employees are seen and heard? If you want to be part of a global organization that respects and rewards their employees – we are for you!***

- ***Who Is Presbyterian Foundation?*** For more than 200 years, the Presbyterian Foundation has been gathering, stewarding, and disbursing funds. The Foundation plays a unique role in the Church by ensuring that it can “do well and do good” at the same time—by managing funds in a manner consistent with the Presbyterian faith, preserving the legacies of faithful Christians, and helping to sustain an enduring ministry.

Let us tell you a little bit about what we are looking for in a Paralegal to join our team.

Responsibilities:

- Assist General Counsel with board and committee meeting preparation and board and committee meeting activities as needed, including drafting resolutions, drafting and reviewing meeting minutes, drafting meeting agendas, and organizing and maintaining board and committee minutes, materials, databases, and shared drives.
- Serve as note taker for Foundation Board and committee meetings, meetings with other agencies of the PC(USA), and other legal department meetings.
- Assist General Counsel and Counsel in managing and organizing documents related to pre-litigation matters, litigation, and cy pres actions.
- Assist General Counsel and Counsel in providing in-house legal services, including research and preparation of memoranda.
- Assist General Counsel and Counsel in preparing for, researching, and organizing materials related to Foundation’s Special Gifts Committee.
- Organization, data labeling, and maintenance of Legal Department records and documents.
- Maintain Legal Department policies and draft legal notices.
- Assist with preparation and review of legal templates and agreements.

- Prepare and file Annual Reports for various states and act as liaison with the Annual Report Service and Service of Process vendor
- Assist with budget preparation.
- Assist with recovery of improper payments, legal and/or filing fees, and related expenses.
- Basic knowledge of the polity, organizational structure and mission of the Presbyterian Church (U.S.A.) helpful.

Requirements:

- Five years of applicable experience preferred.
- Associates Degree in Business or Legal education preferred.
- Excellent interpersonal and professional communication skills – both written and verbal required.
- Ability to manage multiple tasks and meet tight deadlines with minimal supervision.
- Excellent research and problem-solving abilities.
- Attention to detail and ability to prioritize deliverables is necessary.
- Strong customer-oriented service skills are a must.
- Proficiency in Microsoft applications (Excel, Word, etc.)

If you are interested in joining our mission, please take the following steps:

- - Read the job description thoroughly.
- - Email your cover letter and resume.
- - We look forward to reviewing your resume!

Shared faith, shared values, shared vision. – www.presbyterianfoundation.org