

**Job Announcement:
Corporate Paralegal**

About Gary Community Investments:

[Gary Community Investments](#), which includes The Piton Foundation, invests in for-profit and philanthropic solutions for Colorado's low-income children and their families. We believe that business and philanthropy can—and should—work together to create opportunities for those who need it most. Gary Community Investments (GCI) is committed to investing in quality early childhood and youth development systems, expanding sustainable economic opportunities, and developing and supporting programs that create healthy family and community environments.

By aligning all of our assets with our mission, we make creative investments that not only yield a financial return, but can also improve the lives of Colorado's children.

Position Summary:

Provide administrative and legal support to the VP Administration, General Counsel and Secretary. This role also coordinates contract administration, corporate governance and organization, and retirement plan administration for the organization.

The Corporate Paralegal role is a full-time position of Gary Community Investments and reports directly to the Vice President, Administration, General Counsel and Secretary.

Responsibilities:

Corporate Governance and Organization

- Manage incorporation documents, bylaws and corporate records for all active entities
- Take minutes at Board meetings and draft Board consents when necessary
- Monitor Board member terms and contact info; generate rosters of officers and directors for all active entities
- Maintain conflict disclosures / outside board service requests and approvals
- Maintain BOD manuals for GCIC and Piton
- Maintain stock books for all active entities
- Pay fees and file required reports in various jurisdictions for all active entities in order to maintain entities' qualification to do business
- Ensure registered agent representation is current
- Develop familiarity with corporate history and genealogy / predecessor companies
- Produce consents for annual meetings/elections of entities other than GCIC or Piton
- Update and generate organization chart using SmartDraw

Contract Administration

- Draft, edit and compare routine contracts prior to execution routing and activation
- When drafts are finalized, initiate contract execution process using Salesforce / DocuSign

- Collect and post required ancillary documents to Salesforce prior to activation
- Manage hard copy and electronic contract files for all entities, which includes posting to Salesforce contracts executed outside the normal execution process

Retirement Plan

- Maintain Retirement Plan files and post documents to Cook Street workspace
- Monitor Administrative Committee members' terms, prepare documents to appoint members
- Schedule and facilitate Committee meetings, including creating and distributing agendas

Administrative

- Schedule meetings and draft legal correspondence for General Counsel
- Review and process legal invoices, coordinate annual budget preparation for legal-related expenses
- Maintain file system for legal records, forms and General Counsel work product (documents)
- Produce and maintain employee handbook
- Provide litigation support when necessary for all active entities
- Undertake research projects, compile information and present findings as requested
- Respond to routine information requests from other departments
- Track and ensure safekeeping of original promissory notes
- Maintain legal subscriptions and department tickler calendar
- Monitor and ensure bar license requirements are current for General Counsel

Qualifications:

- Bachelor's Degree in related field i.e. business administration, procurement management, paralegal, contract law or equivalent combination of education and work experience
- 5+ years working experience in contract administration or paralegal experience
- Familiarity with Salesforce, DocuSign, SmartDraw, Google Suite, Microsoft Office, Workshare Compare
- Working experience in nonprofits preferred
- Paralegal certification preferred
- Detail oriented and organized
- Ability and skills to use sound business judgment and maintain confidentiality
- Ability to identify processes needing improvement and make recommendations

Compensation & Benefits:

- This is a regular, full-time position
- Competitive health benefits package including medical and dental
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

How to Apply:

To apply, please send your resume and cover letter to jobs@garycommunity.org. Gary Community Investments, which includes The Piton Foundation, is dedicated to the principles of equal employment opportunity and encourages diverse candidates to apply.