



LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE:	Paralegal
REPORTS TO:	Vice President and Deputy General Counsel
JOB CLASSIFICATION:	Non-Exempt / Full Time
LOCATION:	LISC Headquarters Office, New York, NY

THE ORGANIZATION:

Local Initiatives Support Corporation (“LISC”) is a national non-profit business that works with residents and partners to forge resilient and inclusive communities of opportunity across America - great places to live, work, visit, do business and raise families.

We:

- Help deliver innovative solutions to challenges and opportunities for people and communities across America;
- Invest in under-resourced places and people;
- Ensure successful implementation of community initiatives;
- Connect stakeholders and resources to the country’s most challenged neighborhoods; and
- Build resilient people and places through our public policy leadership.

Over the last 38 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC’s talented and dedicated workforce.

Visit us at www.lisc.org

JOB OVERVIEW:

The Paralegal will be responsible for performing key functions critical to the Legal Department's operations. The position offers exposure to the high-level legal practice of secured lending and other legal support for LISC's financing of community development projects and programs. The primary areas of responsibility for the Paralegal will be as follows:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following items are intended to illustrate the position's core responsibilities, however other duties may be required.

- Transaction Support – Provide support through the loan life cycle, including pre-closing matters, and various post-closing matters, including amendment tracking, drafting and coordination.
- Board and Committee Meeting Support – Manage the collection, organizing, and posting of material for LISC Board of Director and Committee meetings. In collaboration with in-house attorneys, this includes collecting, preparing, proofreading, and distributing written materials for meetings.
- Due Diligence Review - Assist attorneys, as requested, in reviewing and commenting on due diligence documentation for loans made by LISC.
- Office Leases – Support Legal Department staff in completing tasks related to LISC's numerous office leases and subleases around the country.
- Lobbying Activity Tracking - Under Attorney supervision, maintain systems in place to comply with lobbying activity regulation, including tracking current LISC activity and researching new issues.
- Conflict of Interest Policy Compliance - Collect conflict of interest forms from all LISC staff and LISC board members and maintain outside affiliation database.
- Special Projects – Assist Legal Department staff in completing time-limited special projects. These projects may require research, analysis, and providing written conclusions.
- Perform additional duties, as assigned.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Paralegal Certificate.
- Bachelors or Associates Degree from an accredited college or university.
- At least three years of significant transactional paralegal experience in law firm, government agency, or in-house legal department.
- Excellent oral and written communication skills, and be able to communicate comfortably with program staff, borrowers, and senior level executives.
- Must be a good planner who is very detail-oriented and has the ability to organize and prioritize.
- Ability to work independently.
- Advanced proficiency in Microsoft Office Suite, Adobe Acrobat, etc.
- Positive attitude, dedication to working as a participating team member, and a commitment to LISC's mission.

COMPENSATION

Compensation will be commensurate with experience and abilities, consistent with the scope of the job.

The position is available on November 15, 2017. To apply, please send a detailed cover letter and resume to: mlevine@lisc.org,

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION**