POSITION DATA

JOB TITLE: Coordinator, Legal Department and Office of the President & CEO
DEPARTMENT: Legal
REPORTS TO: Executive Vice-President, General Counsel & Secretary
CLASSIFICATION: Exempt
DATE: February 2022

POSITION OVERVIEW
This position organizes and executes a broad range of tasks in support of the Executive Vice President, General Counsel & Secretary as well as the Office of the President & CEO. The individual plays a key role in managing the efficiency of the Legal Department and the organizational efforts around board meetings and committee meetings; serving as a liaison for the development and distribution of board materials and working in tandem with the Office of the President & CEO. S/he manages all requests for legal assistance, oversees contracting process, assists in the preparation of Board and Committee meetings and materials, and provides executive support. S/he is part of a team that reviews/edits presentation materials and monitors action items. S/he also provides administrative support to the Executive Administrator in connection with Board and Committee materials and backup coverage for the President & CEO, as needed when the Executive Administrator is not available.

ESSENTIAL FUNCTIONS

- Coordinate and manage a wide variety of requests for legal assistance including tracking contracts and amendments from inception to final distribution to project managers and other staff to archiving.
- Provide overall document control ensuring proper signatures are obtained and protocols followed.
- Manage Legal Department files including maintaining current information, scanning, and photocopying contracts and key documents, and maintaining contract archive.
- Serve as the central contact point for staff regarding questions and requests related to contracts, procurement, and legal documents.
- At direction of counsel, assist with the preparation of documents.
- Serve as the primary person in drafting minutes, maintaining Board resolution log, and managing board files and corporate documents.
  - Work closely with the Chief of Staff, General Counsel, and committee leads on drafting and editing minutes.
  - Maintain and update the Board timeline and appendix.
  - Track trustee attendance at committee and board meetings.
- Play key role in preparing for Board meetings and Board Committee meetings, including by:
  - Working with the Chief of Staff to set timelines and schedules for discussion and creation of topics and materials.
  - Compiling materials for Board of Trustees and Board Committee meetings, as assigned, and working closely with relevant departments.
- Review/Edit draft PowerPoint presentations, working with the Executive Administrator to the President & CEO and the Chief of Staff and others.
  - Assist with preparation for Nominating, Governance & Compensation Committee meetings including coordinating scheduling, meeting logistics, and attendance, preparing, and reviewing materials, coordinating with Board Counsel, Chief of Staff, and preparing talking points, agendas, and presentations as necessary.
  - Assist with onboarding new trustees.
  - Collect and initial review of trustee annual conflict of interest disclosures.
  - Assist with trustee communications.
  - Liaise with Insurers to obtain Certificates of Insurance for permits, contracts.
  - Manage submission and audit of incident reports and serve as a liaison with insurance adjusters on report follow-up and risk-related issues.
  - Coordinate and assist with legal case management and track case status.
  - When necessary, attend internal meetings on behalf of Legal Department and brief General Counsel on matters of interest.
  - Manage special projects.
  - With General Counsel, prepare and hold trainings and advise staff on legal matters including contracts and procurement.
  - Assist General Counsel and Finance Department in gathering and reviewing documentation for the organization’s annual audits.
  - Assist with multi-state charitable registration process in coordination with Institutional Advancement team-lead.
  - Provide executive support including scheduling meetings, coordinating meeting logistics, and supervising Legal Department timekeeping function.
  - On occasion, provide backup executive support for the Executive Administrator to the President & CEO.
  - Assist in preparing and monitoring department budget as well as reviewing incoming invoices, creating check requests, and preparing expense reports for General Counsel.
  - Draft routine correspondence and proofread and format documents.

REQUIRED SUPPORT FOR ORGANIZATIONAL EVENTS
- Participate in the Annual 5K Fundraiser and 9/11 Commemoration, as assigned.
- Assist with other special projects and events in support of 9/11 Memorial and Museum, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT
- Bachelor’s degree.
- Minimum three years of executive assistant or legal assistant experience working with senior level executives in a cultural or non-profit environment. Experience working on board-related matters preferable.
- Excellent time management skills.
- Registered N.Y.S. Notary (or willingness to obtain registration upon hire)
- Experience developing and/or operating systems for managing complex administrative processes.
- Experience in project management and demonstrated ability to manage the details of a project from idea phase to implementation, while focusing on the highest quality result.
- Experience working in a dynamic and fast-paced environment with an understanding of prioritization of workload, and a sense of urgency in performing tasks and executing department deliverables.
• Demonstrate an ability to work and think independently and possess the ability to interact well with a wide range of people of all levels within and outside the organization.
• Exceedingly organized, strong attention to detail, takes initiative, and technologically savvy.
• Excellent judgment.
• Proficiency with MS Word, Excel, Outlook, and PowerPoint required.
• Strong organizational, written, and oral communication skills.

HOW TO APPLY
• Include job title in the email subject field.
• Please indicate the location where job posting was seen.
• Please submit a resume and cover letter to 911mmlegaljobs@911memorial.org

PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

• This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
• The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.