

THE TRUST FOR GOVERNORS ISLAND

Legal Assistant

The Trust for Governors Island (“The Trust”) seeks a Legal Assistant to provide administrative support for all of the Trust’s legal matters. The Legal Assistant will report directly to The Trust’s General Counsel. The Legal Assistant will also work closely with the City Law Department, which provides outside counsel services pursuant to the agreement between the Trust and the City, as well as law firms retained by The Trust.

KEY RESPONSIBILITIES (include but are not limited to):

- Oversee all preparations for quarterly Board of Director meetings, including maintaining document control over all Board documents during various stages of drafting and editing
- Assist in preparing documents to comply with all reporting requirements of New York’s Public Authorities Reform Act (“PARA”) and the Conflicts of Interest Board (“COIB”)
- Assist with contract administration and local law compliance responsibilities
- Maintain and organize hardcopy and digital files
- Review and track receipts of insurance certificates and other required deliverables from contract parties, tenants and permittees
- Assist with drafting all corporation contracts, permits, leases and licenses
- Interface with the City’s Law Department and with The Trust’s outside law firms
- Assist with litigation matters
- Respond to Freedom of Information Law requests
- Monitor developments in case law, legislation and regulatory matters for effects on the activities of The Trust

QUALIFICATIONS

- College graduate with a strong academic record
- Detail-oriented with strong organizational skills and demonstrated ability to work both independently and collaboratively, multi-task, set priorities and meet required deadlines
- Experience with government entities or of clients doing business with government entities
- Experience with construction, environmental, land use and permitting issues
- Experience with not-for-profit entities is preferred
- Strong communication and writing skills
- Organizational skills to prioritize and timely accomplish tasks
- Proficient in Microsoft Word, Excel, PowerPoint
- Experience with VENDEX, Doing Business Forms, PARA and COIB filings a plus

Salary Range: Commensurate with experience

This position is for at will employment. Key responsibilities are subject to change at The Trust’s sole discretion.

Background

Governors Island is a 172-acre Island in the heart of New York Harbor nestled between Lower Manhattan and the Brooklyn Waterfront. Seven minutes from the energy and excitement of the City, the Island is a popular seasonal destination. A resilient new park is complemented by dozens of unique historic buildings, environmental educational facilities, a rich arts and culture program and a 22-acre National Monument managed by the National Park Service. Unlike anywhere else in New York, Governors Island offers peaceful settings with sweeping views of the Harbor, skyline and Statue of Liberty. Looking ahead, the Island will be activated year-round as a sustainable center for learning and entrepreneurship, with plans for expanded commercial and non-profit uses in its future.

In 2018, Governors Island was open to the public seven days a week from May 1-October 31. The operation of the Island continues year-round, with a public high school, artist studio program and new commercial tenancies.

About The Trust for Governors Island

The Trust for Governors Island is the nonprofit corporation created by the City of New York that is responsible for the redevelopment and operations of 150 acres of Governors Island. The Trust's mission is to transform Governors Island into a vibrant year-round resource for New York City, making the Island a destination with extraordinary public open space, as well as educational, not-for-profit, and commercial facilities. The remaining 22 acres of the Island is designated the Governors Island National Monument and is overseen by the National Park Service.

The Trust for Governors Island does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor. For more information about Governors Island, visit <https://govisland.com/>.

To Apply

Please submit your cover letter, resume, and salary requirement (as a single PDF) to jobs@govisland.org with "Legal Assistant" in the subject line.