

## **Paralegal**

**Department:** Legal

**FT/PT:** Full-Time

**Job Status:** Non-Exempt

**Reports to:** General Counsel

### **KEY RESPONSIBILITIES**

The Paralegal is a full-time employee of the Trust providing support for legal and administrative matters on Governors Island. The Paralegal will report directly to the Trust's General Counsel. The paralegal will also work closely with the Trust's Senior Counsel, the New York City Law Department, and outside law firms retained by the Trust, as well as members of the Trust's business staff, including teams responsible for real estate, public events, and capital development.

Other responsibilities include:

- Support the Legal Department through document preparation, records administration, and workflow management
- Manage preparations for Board of Directors meetings, including drafting of memoranda, member communications, and minutes
- Lead the administration of Trust contracts, including preparation of contract drafts and oversight of post-execution documentation
- Review and track insurance certificates, compliance filings, procurement records, and other deliverables
- Maintain department templates for core legal documents
- Coordinate Trust governance and compliance functions, including reporting requirements of New York's Public Authorities Reform Act ("PARA") and Freedom of Information Law ("FOIL")
- Act as liaison to other Trust departments, including executive support to the Trust's President
- Collaborate with attorneys and other teams to solve business and legal problems, including novel issues involving development, public space, and the Trust's arts & climate-change programs

### **QUALIFICATIONS**

#### **Education:**

- College graduate with strong academic record

#### **Experience:**

- Prior paralegal experience in government agency, law firm, or similar office
- Experience with construction, environmental, land use and permitting issues preferred
- Experience with not-for-profit entities preferred
- Proficient in Word, Excel, PowerPoint, and Adobe Acrobat required; AirTable a

plus

- Experience with NYC PASSPort, Doing Business Data Forms and state PARA filings a plus

**Skills and Abilities:**

- Excellent communication, writing, task-management, and project-management skills; strong ability to comprehend and coordinate logistics across a range of subject matter, including to identify issues and mitigate problems before they occur
- Detail-oriented with strong organizational skills and demonstrated ability to work both independently and collaboratively, multi-task, set priorities, and meet required deadlines
- Ability to be flexible, make sound professional judgments, and manage multiple priorities simultaneously
- High level of self-organization, autonomy, and discipline
- Comfort working in a small organization, with an eagerness to perform a wide variety of functions as needs shift and arise
- Teamwork mindset, with curiosity and eagerness to learn unfamiliar subject matter

**Salary Range:** \$64,000 to \$73,000 per year

Excellent benefits package including paid holidays, sick and vacation time, medical/dental/vision/life insurance and pension plan with company match.

**Location and Schedule:** All positions are located on Governors Island. This position is in-person four days a week and remote one day a week.

**TO APPLY**

Please send a cover letter and resume as a single PDF document to [jobs@govisland.org](mailto:jobs@govisland.org) with “Paralegal” in the subject line. No phone calls please.

The Trust for Governors Island does not discriminate on the basis of age, color, disability, genetic information, marital status, membership in an employee organization, military service, national origin, parental status, political affiliation, race, religion, sex (including gender identity), sexual orientation, sexual and other reproductive health decisions, or other non-merit factor.

**ABOUT THE TRUST FOR GOVERNORS ISLAND**

The Trust for Governors Island (The Trust) is a nonprofit corporation created by the City of New York. It is responsible for the redevelopment and operation of 150 acres of Governors Island. The Trust's mission is to realize the full potential of Governors Island, demonstrating a bold vision for public space. For more information, visit [www.govisland.org](http://www.govisland.org)