



## Legal Intern (Paid) -Legal Department/Global Operations

Vital Strategies

Vital Strategies, headquartered in New York City, is an international public health organization. Our programs strengthen public health systems and address the world's leading causes of illness, injury and death. We currently work in 73 countries, supporting data-driven decision making in government, advancing evidence-based public health policies and mounting strategic communication campaigns. Vital Strategies' priorities are driven by the greatest potential to improve and save lives. They include non-communicable disease prevention, cardiovascular health promotion, tobacco control, road safety, obesity prevention, epidemic prevention, environmental health, vital statistics systems building and Multi-drug resistant tuberculosis treatment research. Our programs are concentrated in low- and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at [www.vitalstrategies.org](http://www.vitalstrategies.org) to find out more about our work.

### The Position

The Legal Department, within the Global Operations Division, is looking for a **Legal Department Intern** to join our team. This is an excellent opportunity for an individual looking to gain hands-on experience in a non-profit corporate legal setting. The Legal Department at Vital Strategies is recognized as having one of the highest levels of "customer satisfaction" amongst all departments in the organization and prides itself on three pillars of efficiency, simplicity, and scalability. This position is based in our office in New York City and will report to the In-house Legal Counsel.

### Specific Duties

The Legal Department Intern will work closely with members of the Legal Department team, be given meaningful tasks, and will be expected to do the following:

- Assist with the development and roll out of an organization-wide complaints mechanism (ethics hotline)
- Assist with analyzing various software systems already in use at Vital Strategies and aligning the Legal Department's use of these systems and streamlining where possible
- Become familiar with internal policies, SOPs, and other documents that govern the organization and the Legal Department
- Help with the development of an annual calendar of Legal Department Operations
- Interact with other departments and divisions of the organization while assisting with mandatory annual document destruction
- Assist with any other legal or compliance related tasks and projects, as necessary

### Qualities and Qualifications

- Highly attentive to detail
- Ability to prioritize tasks and work efficiently with sometimes minimal supervision
- Strong interpersonal skills
- Determination and drive to see tasks through to the end
- Proficient English writing and speaking abilities (knowledge of other languages, particularly French, Spanish, Portuguese or Chinese is an asset)
- Proven ability to quickly learn new software and mastery of Microsoft Suite products (particularly Word and Excel)
- Comfort with receiving support and direction via Skype or phone as well as in person
- At least two years of post-high school education

### Internship Duration

This internship is for the summer of 2018 and should be completed in a period of about 3 months. Under certain circumstances internship duration may be altered to fit the needs of the intern. No internship of under 6 weeks will be considered.

### How to Apply

Please send CV and a cover letter to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org) indicating the position applied for in the subject line. Closing date for applications is **February 22<sup>nd</sup>, 2019**. Only shortlisted candidates will be contacted. Shortlisted candidates will be asked to complete a simple task representative of the work of the internship as part of the interview process.

**This is a paid internship of \$15/hour.**