

Legal Assistant

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 to find out more about our work.

The Position

The Legal Department, within the Global Operations Division, is looking for a **Legal Assistant** to join our team. This is an excellent opportunity for an individual looking to contribute 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 reports to the In-house Legal Counsel and is responsible for providing administrative and operational support to the Legal Department and broader Global Operations Division. The Legal Assistant will be based in our office in New York City and will work closely with other departments as necessary.

Key responsibilities:

- Manage a growing contract library, ensuring that all contracts signed by the organization are properly categorized and stored.
- Act as official liaison for the Legal Department; training all new staff and serving as first point of contact for any internal or external requests
- Generate detailed and accurate reports for departmental and organization-wide use
- Help with basic contract template management
- As in-house Notary Public assist with domestic and international certification and registration needs. If necessary, Vital Strategies will support acquisition of Notary certification and materials.
- Assist with use of electronic signature software
- Coordinate with staff to ensure that the legal needs of all departments are addressed
- Aid in identifying gaps or liabilities of which the Legal Department should be cognizant
- Assist the In-house Legal Counsel with developing a strategic vision for the Legal Department
- Provide limited clerical support as needed (scheduling and starting meetings, taking notes, etc...)
- Other duties as assigned

Qualifications and skill set:

- Bachelor's Degree strongly preferred, minimum of Associate's Degree or two-years college or equivalent
- 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
- Demonstrated sensitivity in handling confidential information
- Proven ability to quickly learn new software and mastery of Microsoft Suite products (particularly Word and Excel)

- High level of professionalism

- New York Notary Public Certification (Preferred)

How to apply:

Please click [here](#).

The closing date for applications will be **July 5, 2019**. Only shortlisted candidates will be contacted. Resumes will be reviewed on a rolling basis.

Vital Strategies offers competitive compensation for full-time employees and pro-rata for part-time employees based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partners; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits; and basic life and personal accident insurance.