

GRACE COMMUNION INTERNATIONAL

JOB DESCRIPTION

JOB TITLE: Legal Coordinator and Assistant Secretary to Board of Directors

DEPARTMENT: Legal Department

REPORTS TO: President

SUMMARY: Supports President in corporate legal office providing services to the Denomination, its affiliated entities, employees, ministers and volunteers in a wide range of issues. Acts as liaison between the Legal Department and management and outside counsel on legal-related issues. Is knowledgeable and supportive of employer vision and mission.

ESSENTIAL FUNCTIONS:

- Open, review and direct incoming legal mail.
- Answer and screen telephone calls and emails, and assist when possible without giving legal advice.
- Organize, categorize and maintain:
 - corporate governance documents including files, archives and databases,
 - corporate legal files, including but not limited to, correspondence, abuse allegations, litigation, local incorporations and dissolutions, contracts, donation and estates-deeds, trusts, wills, copyright and trademarks.
 - international corporate files, updating current directors and officers.
- Manage and submit filing of annual state registrations, federal and state tax exemptions, and IRS annual group exemption updates,
- Manage estate claims where Church is named as a beneficiary. Provide Will information when requested.
- Assist management and liaise with outside counsel as necessary regarding:
 - local congregation governing documents, minutes, dissolutions, tax exempt issues, leases, fundraising issues,
 - youth ministries involving background checks, volunteers, releases and waivers,
 - chartered ministries and local camps,
 - EINs and bank related problems for congregations and ministries,
 - contracts, agreements and leases,
 - alleged abuse and threats.
- Compose, draft, proof and offer recommendations on contracts, correspondence, forms and documents, using individual initiative and as assigned.
- Perform research and analysis on projects assigned by management.

QUALIFICATIONS AND REQUIREMENTS:

- Membership in a GCI church is required, any exceptions must be Board approved.
- Bachelor's degree preferred, two or more years related experience or equivalent.
- Paralegal and/or legal background preferred.
- Demonstrate maturity and commitment and high level of discretion and professionalism in dealing with confidential and sensitive issues.
- Ability to work responsibly and independently while managing priorities and workflow.

- Strong organizational, problem-solving and analytical skills.
- Demonstrate ability to exercise good judgment and common sense.
- Identify potential red flag issues.
- Excellent written and communication skills.
- Proficient with Microsoft Word, Excel, Outlook and other software applications.
- Skilled in manual and computer research.

COMPETENCIES:

- **Ethics and Professionalism** - Upholds organization values and treats others in a respectful, tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments.
- **Interpersonal Skills** - Maintains confidentiality, trustworthiness and discretion.
- **Analytical** - Collects and researches data and uses intuition and experience to complement data.
- **Oral and written communication** - Speaks and writes clearly and informatively; edits work for comprehension, spelling and grammar; listens and gets clarification; participates in discussions.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; able to deal with frequent changes, or unexpected events.
- **Dependability** - Follows instructions, responds to management direction; completes tasks on time or notifies appropriate person with an alternate plan.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand, walk and sit.
- Frequently required to utilize hand and finger dexterity.
- Frequently required to talk or hear.
- Frequently required to utilize visual acuity to operate equipment, read technical information, and/or use a keyboard.
- Occasionally required to lift/push/carry items less than 25 pounds.
- Not a remote position – regular attendance required.
- Non-exempt position.

COMPENSATION INFORMATION:

- Base salary range: \$45,000 - \$65,000 annual.
- Benefits include, but are not limited to, vacation, sick leave, paid holidays, life insurance, health insurance, dental insurance, long-term disability insurance, 403(b) defined contribution plan with up to 5% match, among others.
- Relocation costs may apply.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.