Paralegal
Location: East Coast
Remote

About TM Forum

TM Forum, A New Jersey Non Profit Corporation (TM Forum) is a non-profit corporation of the State of New Jersey, organized under Sect. 501(c)(6) of the Internal Revenue Code.

TM Forum is the global member association for digital business. We provide a platform for hundreds of global members across a wide range of industries – communications, technology, cities and municipal government, insurance, healthcare, and so on – to collaborate and partner to co-create, prototype, deliver, and monetize innovative digital services for their billions of customers.

Our vision is to drive the next wave of digital business growth – the digitization of every industry – by providing a common innovation platform to connect businesses, industries, and ecosystems. We do this in a highly practical and agile way through collaboration programs and communities which lead to rapid prototypes – ranging from digital business models to interconnectivity APIs – that have real world commercial applications. Complementing our collaboration programs, the Forum provides thought-provoking digital business research and publications, industry best practices and standards along with training programs to accelerate adoption, and events and workshops which connect top business & IT leaders to learn, network, and develop meaningful partnerships.

Diversity & Inclusion at TM Forum

TM Forum is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws. This is a full-time remote-working position, but some international travel may be required post pandemic with work flexible hours needed to accommodate team calls in different time zones. Our people are unique and many of our staff work flexibly in many different ways. Please talk to us at interview about the flexibility you need. We can’t promise to give you exactly what you want, but we do promise not to judge you for asking.

Job Overview

We are seeking a paralegal to work with our VP of Legal in providing a broad range of legal support to the Company. The ideal candidate will demonstrate a high level of ownership of assigned matters, as well as a dedication to the accuracy and quality of work. The ideal candidate proactively acts to improve TM Forum’s overall legal services under the guidance of the firm’s VP of Legal. This is a fulltime remote-working position.

As a paralegal, you will report directly to our VP of Legal to aid with managing a comprehensive legal workload including assistance with the following:

Responsibilities

- Contract management
- Contract analysis, drafting, mark-up, support with negotiation
- Corporate governance & housekeeping
- Compliance
- Employment law matters
• Data privacy matters, including monitoring of developments to summarize and escalate potential issues that could negatively affect the business, conducting initial review of privacy terms in agreements and data processing addenda
• Draft internal presentations on legal developments
• Assist with managing pre-claims litigation, including cease-and-desist letters
• Maintain and update contract templates
• Monitor legal developments
• Performing legal research

Requirements

Must be proficient in Microsoft Excel, Word, and PowerPoint

• Paralegal certification preferred
• College degree (BA/BS) in a related field
• Combination of paralegal law firm and corporate in-house experience ideal
• 2+ years paralegal experience
• Familiarity with and understanding of corporate records and recordkeeping
• Preference for candidates with experience in working with senior management
• Ability to thrive in a remote working environment
• Strong writing, research, and communication skills
• Ability to work effectively on a dynamic team in a fast-paced environment
• Excellent relationship-building skills
• Strong analytical skills
• Organizational skills with acute attention to detail
• A roll-up-the-sleeves mentality and willingness to “pitch in” attitude
• Ability to follow directions and ask clarifying questions but also work independently, without significant direct supervision while handling multiple priorities
• You love being a paralegal and want to grow your career as a paralegal

To Apply

Please send us a:

• Resume and carefully reasoned, customized cover letter that outlines your experience and skillset
• List of 3 professional references

For immediate consideration, please email your resume to recruit@tmforum.org.

An Equal Opportunity Employer

TM Forum does not accept resumes from unauthorized agencies and search firms. Resumes submitted on this site by unauthorized third-parties will not be considered for posted positions and are not eligible for any compensation. All third-party agents and search firms must have an approved contract with TM Forum to submit resumes on behalf of candidates.