

Title: Paralegal

Reports to: President and CEO

Summary

WQED is searching for a Paralegal to provide legal administrative, compliance and Board support services for the organization.

Essential Functions

Legal administrative and compliance duties

- Be a liaison between corporate management and outside counsel.
- Work with legal counsel and WQED human resources in preparation and processing of WQED contract and service agreements.
- Work with legal counsel in preparation and processing of WQED license agreements.
- Work with legal counsel to ensure rights are acquired for WQED's use in regards to distribution via PBS etc.
- Work with legal counsel to monitor use of WQED intellectual property
- Work with legal counsel to comply with requests for discovery and documentation for litigation and arbitration matters prior to deadline.
- Work with legal counsel to manage and oversee bankruptcy process on continual basis/ensure filings by deadline.
- Process contracts for WQED - get signatures, send to appropriate internal departments, follow up until executed.
- Prepare quarterly issues reports for the FCC.
- Upload various departmental documents to FCC website.
- Maintain public file.
- Review WQED content and properties regarding rights for licensing opportunities.
- Obtain and provide insurance certifications for projects, events, programs and distribution.
- File copyright registrations.
- Assist internal departments with music product creation and licensing as needed
- Process royalty retransmission agreements.

WQED Board of Directors support

- General oversight of schedule of Board/Committee meetings and all related activities, including pre-meeting planning sessions.
- Prepare and distribute Board meeting agendas.

- Maintain up-dated contact lists for the Board.
- Handle all routine correspondence with Board members.
- Handle all routine correspondence with the Board members, including sending meeting notices, taking RSVPs and responding to inquiries.
- Take minutes for Board/Committee meetings, distribute and make corrections as requested.
- Assist Corp Communications to draft resolutions etc.
- Assist Corp Communications to draft, collect and maintain Board information for FCC and IRS compliance reports.
- Collect, maintain and upload Board information for FCC public file documents and filings.

Qualifications/Requirements

- Advanced knowledge of MS Office applications (Word, Excel and Outlook).
- Excellent written and verbal communication skills.
- Ability to maintain highest level of confidentiality and provide outstanding service to internal and external clients/contacts.
- Must be a detail-oriented, organized, goal driven, motivated and energetic professional.
- Must be able to understand contractual terms and identify potential issues.
- Strong knowledge of legal procedures and statutes with a focus on Media, FCC regulations, contracts and general knowledge of Federal, State and other applicable regulatory requirements would be helpful.

Education and Experience

- Minimum of 3 years' experience in a law firm or in-house legal department preferred.
- Paralegal degree/certificate or Bachelor's degree required.

Candidates should send a resume and cover letter with salary requirements to careers@wqed.org. No Phone Calls Please.

*WQED is an Equal Opportunity Employer
with leadership and a culture that supports diversity and inclusion*