



Paralegal – Nonprofit, Part-Time, Remote

WildAid is a growing unique and dynamic global wildlife conservation non-profit based in San Francisco with a mission to inspire and empower the world to protect wildlife and vital habitats from critical threats. WildAid operates with a \$12 million annual budget and has received a Four-Star rating from Charity Navigator for over a decade. Since its founding in 1999, WildAid has become a premier conservation organization in driving behavior change through both world-class communications campaigns and maritime law enforcement capacity building.

We are looking for a Paralegal to work closely with our General Counsel & Chief Administrative Officer and, in turn, with colleagues across functions. Reporting to the GC & CAO, the ideal candidate has excellent drafting and organizational skills. They are detail-oriented and take initiative. And they are comfortable working as part of a team and excited by WildAid's mission.

Primary Responsibilities

Stakeholder Coordination and Support: Serve as a Legal Department point of contact for internal and external stakeholders and with outside counsel, including pro bono counsel.

Contract Management and Legal Documentation: Contract review and drafting (including especially applying term sheets to templates) for grant and independent contractor agreements. Contract lifecycle management.

Regulatory Compliance: Monitor compliance status and assist with regulatory filings, including those bearing on good standing, state charitable solicitation registration, employment, and data privacy.

Legal Ops: Collaborate across functions to drive efficiency and maximize Legal Department effective capacity via process and technology innovation.

Occasional Responsibilities

Governance: Support board governance activities and corporate maintenance.

Employment: Support employment law matters and HR legal compliance, including assisting with ongoing updating employee handbook, onboarding materials and HR-related policies.

Risk Management: Assist with preparation of insurance applications and renewals.



Required Qualifications

Education & Certification

- Bachelor's degree
- Paralegal Certificate from an ABA-approved program

Experience & Skills

- 3+ years of paralegal experience in-house and/or law firm.
- Experience in contract review, drafting and administration.
- Experience supporting regulatory compliance, including monitoring requirements and status and preparation of filings.
- Excellent organizational skills and attention to detail.
- Proficiency with Microsoft Office Suite. Experience working with legal sector-targeted generative AI a plus.

Preferred Qualifications

- Experience with one or more of the following: state charitable solicitation registration; employment law; data privacy law; cybersecurity; document management systems.
- Knowledge of nonprofit law and regulatory compliance.
- Experience in any capacity with a nonprofit organization.
- Bilingual English/Spanish.
- NALA Certified Paralegal standing.

Compensation

This is a part-time non-exempt position with the possibility of becoming full-time. Commensurate with skill and experience, the hourly compensation range is \$30-\$37.

Competitive benefits package for this part-time position include accrued paid time off; accrued paid sick leave; 401(k) eligibility with employer Safe Harbor contribution up to a 4% elected deferral.

Competitive benefits package in the event this position becomes full-time include Employer-sponsored medical, dental and vision coverage and life/AD&D insurance; 401(k) eligibility with



employer Safe Harbor contribution up to a 4% elected deferral; paid holidays; paid sick leave; and accrued paid time off.

Location

This is a remote position to be performed within California.

Southern California applicants encouraged to apply.

Work shall be performed primarily during regular business hours.

How to Apply

To apply, please send your resume/CV, and a brief cover letter to jobs@wildaid.org.

The successful applicant must be authorized to work in the US and meet the requirements of WildAid's background screening process.

Equal Opportunity Employer

WildAid is committed to being inclusive and is proud to be an equal opportunity employer.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

WildAid is an E-Verify employer: [Right to Work](#) & [E-Verify Participation](#)