



**YP-CDN**  
Young Professionals  
Chronic Disease Network

## **Secretary**

Young Professionals Chronic Disease Network (YPCDN) mobilizes a global community of young leaders to take action against social injustice driven by NCDs.

We are offering a strong opportunity with a globally respected organization with high-integrity. We are re-shaping the strategy for an impactful organization that reaches talented emerging leaders all over the world.

We are looking for a highly qualified professional to oversee the legal aspects of our non-profit. You will safeguard our reputation by guaranteeing that the company strictly follows law guidelines and give legal advice to management about all relevant issues. The successful candidate will effectively ensure legal conformity and minimize probability of exposure.

The candidate should:

- Have proven experience as a legal counsel in fast-paced environments
- Demonstrated ability to create legal defensive or proactive strategies
- High degree of professional ethics and integrity
- Sound judgment and ability to analyze situations and information
- Outstanding communication skills
- J.D. Degree and at least 2 years of practical experience

### **GENERAL RESPONSIBILITIES**

- Give accurate and timely counsel to the Board of Directors in a variety of legal topics (labor law, partnerships, international ventures, corporate finance etc.)
- Collaborate with management to devise efficient defense strategies
- Specify internal governance policies and regularly monitor compliance
- Research and evaluate different risk factors regarding business decisions and operations
- Apply effective risk management techniques and offer proactive advise on possible legal issues

- Communicate and negotiate with external parties (regulators, external counsel, public authority etc.), creating relations of trust
- Draft and solidify agreements, contracts and other legal documents to ensure the company's full legal rights
- Deal with complex matters with multiple stakeholders and forces
- Provide clarification on legal language or specifications to everyone in the organization
- Conduct your work with integrity and responsibility
- Maintain current knowledge of alterations in legislation
- Assist with ad-hoc board duties as they arise

**SPECIFIC RESPONSIBILITIES:**

- Draft and solidify agreements, contracts and other legal documents including memoranda of understanding to ensure the organization's full legal rights
- Deal with complex matters with multiple stakeholders and forces
- Provide clarification on legal language or specifications to everyone in the organization
- Conduct your work with integrity and responsibility
- Maintain current knowledge of alterations in legislation
- Assist with ad-hoc board duties as they arise

**Requirements**

- Proven experience as a legal counsel in fast-paced environments
- Excellent knowledge and understanding of corporate law and procedures- including taking comprehension board minutes per legal filing requirements
- Full comprehension of the influences of the external environment of a corporation
- Demonstrated ability to create legal defensive or proactive strategies
- High degree of professional ethics and integrity
- Sound judgment and ability to analyze situations and information
- Outstanding communication skills
- J.D. Degree and three years of practical experience

**To Apply**

Please send CV with the subject line Secretary to [erin.little@sucreblue.org](mailto:erin.little@sucreblue.org)