

## **INCLUSIVE PROSPERITY CAPITAL** **PART-TIME IN-HOUSE LAW CLERK/PARALEGAL**

### **ABOUT THE ORGANIZATION**

Inclusive Prosperity Capital, Inc. (**IPC**) is a not-for-profit investment fund thriving at the intersection of clean energy finance and community development. Our team is focused on connecting investment capital with mission-aligned organizations, clean energy projects, and community initiatives in traditionally underserved markets.

We believe everyone should have access to the benefits of clean energy. We can change the conversation in underinvested neighborhoods and markets, helping to deliver **Inclusive Prosperity**.

For more information about IPC, please visit us at: <https://www.inclusiveprosperitycapital.org/>

### **ABOUT THE OPPORTUNITY**

IPC seeks an organized, efficient and enthusiastic law clerk or paralegal to join its legal team on a part-time basis. The position is responsible for the organization and upkeep of all the legal documentation and records of the organization. The ideal candidate is extremely organized, takes initiative, is eager to learn, and asks lots of questions. This position will support the work of the organization's General Counsel across a broad range of tasks and responsibilities, including corporate governance, corporate entity work, tax equity financing, solar financing, lending and corporate finance, affordable housing, construction, and human resources. This role has the potential to develop into full-time employment for the right candidate.

Responsibilities include:

- Preparing legal agreements, documentation, and other materials;
- Helping to create and maintain an organized legal document repository;
- Reviewing and drafting agreements, documents and certificates;
- Drafting, filing and managing entity and UCC filings;
- Helping to create and maintain document databases and workflows;
- Assisting with corporate governance;
- Assisting with closing loans and other transactions;
- Assisting with compliance programs and KYC reviews; and
- Comfortable with highly confidential information.

### **QUALIFICATIONS**

#### ***Education & Experience:***

The qualified candidate will have a Bachelor's degree. Law students are encouraged to apply. Paralegal certification or significant paralegal experience is a plus. Finance, clean energy, or transactional experience is a plus.

**Skills:**

IPC seeks candidates that exhibit both mission alignment and professional competency in the following areas:

- Excellent written and verbal communication skills;
- Strong organizational skills and demonstrated ability to prioritize competing demands and perform multiple tasks with respect to internal and external deadlines;
- Proficiency in the Microsoft Office Suite;
- Experience with Salesforce a plus; and
- Ability to work independently and take ownership of tasks

Above all, an ideal candidate will be eager to learn and grow in a collaborative fast-paced team environment.

**JOB DETAILS**

- Reports directly to the General Counsel;
- The position will be approximately 20 hours per week, with opportunity to increase hours;
- Can be remote or based in IPC's Hartford, CT or New York City offices;
- Hourly compensation between \$25-\$50/hour, depending on experience and skills;
- A commitment to work-life balance with flexible work hours (after introductory period) in addition to 13 paid holidays and three weeks of vacation time annually (both prorated to a 20-hour work week), personal time off and sick time.
- Generous benefits package including dependent care/medical flexible spending account, 401K with a 6% employer match, and Life/AD&D/STD/LTD insurances.

**EQUAL OPPORTUNITY**

IPC is an equal employment opportunity employer. We are strongly committed to fostering a diverse, welcoming, and inclusive work environment. IPC provides equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, age, present or past history of mental disability, intellectual disability, learning disability, physical disability, including but not limited to blindness, status as a veteran, or any other characteristic protected by applicable federal, state, or local laws.

IPC complies with the Americans with Disabilities Act (ADA) and corresponding state or local law.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Women, people of color, individuals with disabilities, and veterans are encouraged to apply.

**APPLICATION PROCEDURE**

To apply for this opportunity, or if you need an ADA accommodation in the application process, please email your resume and cover letter to [careers@inclusiveteam.org](mailto:careers@inclusiveteam.org) with "Law Clerk/Paralegal" in the subject line.