



PARALEGAL

Preservation of Affordable Housing, Inc. (POAH)

Boston, MA

Position available: Immediately

Application deadline: Open until filled

About POAH: Preservation of Affordable Housing (POAH) is a national nonprofit organization whose mission is to preserve and steward affordable rental housing to provide stability, hope and economic security to low- and moderate-income individuals, seniors and families. POAH has developed, owns and operates more than 11,000 affordable homes at more than 100 properties in 11 states and the District of Columbia and is based in Boston with offices in Chicago and Washington D.C.

POAH's reach is national in scope, and its pursuit of its mission is empowered by a focus on the business bottom line. Its strong reputation has resulted from a demonstrated ability to tackle tough projects and craft complex financial transactions. POAH specializes in the preservation of existing affordable housing that is at risk of being lost due to market pressures or physical deterioration and has expertise in new construction and neighborhood-scale mixed-income and mixed-use redevelopments. The organization and its leaders are at the forefront of policy and legislative discussions around housing preservation, affordable housing finance and regulatory reform.

The POAH team is dedicated, creative and passionate. At POAH we celebrate diversity and are committed to creating an inclusive environment for all employees.

About the Opportunity: POAH is seeking a Boston-based Paralegal to work with its in-house legal team. The legal team is responsible for managing the corporate legal needs of the company as well as supporting the legal aspects of loan and property closings.

The Paralegal will serve in an important role by providing general legal and business administrative assistance to POAH staff members relative to:

- Legal document filing / record keeping for POAH, including corporate governance support and service of process
- Managing the process of forming and maintaining corporate entities and related tasks (including obtaining tax ID and DUNS numbers, managing federal contractor

- registration, and managing POAH's outside entity management vendor)
- Assisting with federal grant administration with primary responsibility for performance reporting
- Assisting legal and development teams with creation of legal documents, including secretary certificates, notes, and various forms of contracts including AIA construction contracts
- Real estate closing coordination with real estate development staff, including managing document execution for complex transactions with numerous documents
- Work collaboratively across departments, including support for acquisitions, asset management, development, finance and property management staff

Required Education and Experience:

- B.A. or B.S. preferred; equivalent relevant work experience considered. (Paralegal certification helpful but not required)
- Minimum of 3 years of experience in related paralegal or closing associate work, preferably in a real estate related company, a bank or a law firm
- Experience with legal entity management highly preferable.
- Expert proficiency in use of computers including Word, Outlook and Excel.
- Familiarity with basic concepts of real estate law, particularly experience with multifamily real estate closings and associated legal documentation (mortgages, notes, loan agreements, deeds, regulatory agreements, subsidy, etc.)

Skills: Candidates should have demonstrated ability in some or all of the following areas:

- Database management and administration
- Organizational skills
- Manage projects and tasks independently
- Scrupulous attention to detail
- Communicate effectively in person and in writing
- Perform administrative tasks to support POAH staff
- Demonstrate a high degree of accuracy and initiative in work assignments
- Independently manage simultaneous and competing activities and demands
- Remain organized and meet deadlines

Salaries are competitive and commensurate with experience. Benefits include health, dental, life and short/long term disability insurance, and a 401k retirement plan with company match component.

To apply, click here: <http://tiny.cc/POAHParalegal>

Applicants must include cover letter and resume.

POAH is an Equal Opportunity Employer. Diverse candidates are encouraged to apply.