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## Corporate Counsel

**Company:** Athlos Academies      **Location:** Boise, ID      **Reports to:** General Counsel  
**Classification:** Full-time, salary, exempt      **Benefits:** Yes      **Compensation:** DOE

### Position Overview

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As a member of a growing legal department, the primary responsibility of the individual who fills this position will be reviewing, drafting, and negotiating contracts, and contract management. This person may also assist the general counsel and work independently as assigned by the general counsel, in providing support in a variety of areas of law, including: real estate, construction, intellectual property, contract, litigation, education, and employment law.

### Duties and Responsibilities

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- Draft contracts, including lease agreements, purchase and sale agreements, letters of intent, services agreements, licensing agreements, and prime construction contracts
- Draft correspondence to customers, vendors, and outside counsel on behalf of the company
- Review contracts from third parties to mitigate corporate risk
- Negotiate settlement agreements
- Perform legal research, including statutory and case law
- Prepare and file trademark and copyright applications on behalf of company
- Assist in developing internal processes to protect company intellectual property
- Oversee business formation and licensing tasks performed by staff paralegal
- Prepare, evaluate, and advise company on property tax related issues, including but not limited to exemption applications
- Assist in management of outside litigation counsel in various states

### Qualifications and Experience

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- Minimum two years of experience in-house or in private practice
- Real estate transaction experience

**Educational Background:**

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- Juris Doctorate degree
- Admitted to at least one state bar, with admission to the Idaho State Bar within one year of hire

**Skills/Intangibles**

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- Excellent writing skills
- Attention to detail
- Strong organizational skills
- Ability to multitask and prioritize assignments
- Strong critical thinking skills
- Ability to work independently
- Proficient in Microsoft Office (including Word, Excel, and PowerPoint)

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**TO APPLY:** Visit [www.athlosacademies.org/careers](http://www.athlosacademies.org/careers) for application; submit resume and application to [hr@athlosacademies.org](mailto:hr@athlosacademies.org)

**CONTACT:** Athlos Academies Headquarters: 918 W. Idaho St. | Boise, ID | 83702

**Office:** (208) 519-4000    **HR Fax:** (208) 917-4626    **Web:** [www.athlosacademies.org](http://www.athlosacademies.org)

**EQUAL OPPORTUNITY EMPLOYER:** Athlos Academies is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, ancestry, disability, handicap or veteran status.