

Corporate counsel

Company: Athlos Academies **Reports to:** Chief Legal & Human Resource Officer **Location:** Boise, ID
Classification: Full-time, salary, exempt **Benefits:** Yes **Compensation:** DOE

Position Overview

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 Chief Legal Officer and work independently as assigned by the Chief Legal Officer, in providing support in a variety of areas of law, including contract, real estate, construction, intellectual property, litigation, education, and employment law.

Duties & Responsibilities

- Negotiate and draft contracts including leases agreements, purchase and sale agreements, letters of intent, services agreements, licensing agreements, and prime construction contracts
- Drafting correspondence to customers, vendors, and outside counsel on behalf of the company
- Review contracts from third parties to mitigate corporate risk
- Perform legal research, including statutory and case law
- Oversee business formation and licensing tasks performed by paralegal
- Prepare, evaluate and advise company on property tax related issues, including but not limited to exemption applications

Qualifications & Experience

- Minimum 3 years of law firm or in-house experience.

Education & Background

- JD from an accredited law school
- Admitted to at least one state bar, with admission to the Idaho state bar within one year of hire.

Skills & Intangibles

- Excellent writing skills
- Attention to detail
- Strong organizational skills
- Must be able to multitask and prioritize assignments
- Ability to work independently

- Strong critical thinking skills
- Must be proficient in Microsoft Office (including Word, Excel, and Power Point)

How to Apply

Visit www.athlosacademies.org/careers for application; submit resume and application to hr@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.

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