

# *HEARTBEAT INTERNATIONAL*

## Job Description

**TITLE:** Staff Attorney (part-time; minimum of 20 hours weekly)  
**DEPARTMENT:** Executive  
**REPORTS TO:** General Counsel  
**REMOTE WORK STATUS:** Position eligible to work remotely

### **SUMMARY:**

In this general practitioner's role, the Staff Attorney assists in such areas as compliance, contract review and negotiation, intellectual property, and healthcare law, with particular emphasis in transactional work, regulatory due diligence, and contracting. All responsibilities are performed in accordance with and to promote Heartbeat International's pro-life mission and vision and Christian core beliefs and core operational values.

### **JOB RESPONSIBILITIES:**

#### **Primary Responsibilities**

1. Support General Counsel in responding to immediate need for legal action in time-sensitive circumstances.
2. Represent HBI as indicated in court and before quasi-judicial or administrative agencies of government.
3. Maintain superior quality of all legal papers via review and editing
4. Provide legal advice regarding laws, rulings, and regulations for HBI and, as indicated, for Heartbeat programs and Heartbeat affiliates.
5. Support Development team by accepting various opportunities to promote HBI's services to our ministry friends.
6. Network and develop relationships with attorneys who support HBI's mission.
7. Prepare and update affiliate legal educational materials.
8. Author articles in support of affiliate education needs or legal topics related to pregnancy help.
9. Assist in facilitating and in review of affiliate legal audits.
10. Draft and review contracts, employment agreements, and a variety of other legal correspondence.
11. May supervise the work of HBI paralegal, or outside and/or pro bono counsel.

#### **Secondary Responsibilities**

1. May develop and deliver presentations for conferences, trainings, consultations, etc. for Heartbeat International to train and inspire attendees in legal education important to HB's and affiliates' Christian pro-life mission/vision.
2. Accept assignments not specifically delineated above as requested by the General Counsel.

#### **SUPERVISION (Received/Exercised)**

Works from Heartbeat offices, or off-site at times, and receives periodic supervision through the assignment of special projects and setting of project goals/objectives by the General Counsel and evaluation of results with periodic updating. Periodic reporting of general operations. May supervise interns and/or support staff.

**QUALIFICATIONS:**

1. JD degree and license to practice law required (Ohio license or eligibility for Corporate Counsel Status in Ohio).
2. Five to ten years of legal experience required. Specific practice area experience that is desirable includes corporate, and/or healthcare law. Litigation experience is a plus.
3. Experience in the pro-life movement, including experience with pregnancy centers strongly preferred.
4. A working knowledge of Microsoft Word and other Microsoft Office software required.
5. Excellent oral and written communication skills.
6. Excellent human relations skills for interfacing with staff, Board, affiliates, media, and the general public.
7. Must have independent, sound judgment; be a self-starter with high initiative; have a high level of integrity.
8. Ability to work cooperatively--with a Christian servant heart--to encourage staff, Board and affiliates to follow legal and ethical standards in support of Heartbeat International's mission.
9. A willingness and desire to serve affiliates and other HB constituencies, including other staff, in support of and to promote Heartbeat International's life-affirming ministry and God's plan for our sexuality.
10. Ability and willingness to demonstrate commitment to the Heartbeat International mission, vision, and Christian core operational values and core beliefs in the execution of position responsibilities.