



### **Senior Corporate Paralegal**

We are looking for a Senior Corporate Paralegal to join the Corporate Legal Team at our Broomfield office. Among the opportunities presented to the Senior Corporate Paralegal in this role are collaborating cross-functionally to provide legal and administrative support to the Corporate Legal Team with specific emphasis on corporate / subsidiary maintenance, assisting with SEC filings, preparing materials for board and shareholder meetings, and preparing and maintaining corporate records. The Senior Corporate Paralegal will take a critical and detail-oriented eye to improving and optimizing all aspects of our daily work and legal operations. A high level of professionalism, integrity, and discretion in handling sensitive and confidential information is essential.

#### **Job Specifications:**

- Outlet: Corporate
- The budgeted range starts at \$90,000 - \$120,000 + annual bonus. Actual pay will be adjusted based on experience
- Shift & Schedule Availability: Full Time, Year Round
- Other Specifics: Hybrid

#### **Job Responsibilities:**

- Draft, file, and manage various business entity documents for internal corporate governance and filing with applicable agencies.
- Lead the dissolution and formation of entities by preparing governing documents, including Articles of Organization, Articles of Incorporation, Bylaws, Operating Agreements, Stock Certificates, IRS Forms, and Foreign Qualifications, and navigating regulatory processes (e.g., Secretary of State registration).
- Maintain director and officer slates, entity list and organization chart, minute and board books, and other corporate records.

- Manage corporate document archives and respond to requests for entity-related information, corporate filings, and board materials, including KYCs, officer attestations, and secretary certificates.
- Support the Corporate Legal Team with corporate and securities filings and compliance, such as proxy statements, section 16 filings, quarterly reports, and annual reports.
- Build cross-functional relationships throughout the company and partner with various departments, such as tax, finance, marketing, strategic development, litigation, environmental and social responsibility, and investor relations.
- Assist the Corporate Legal Team with project management, research, fact gathering, drafting, proofreading, presentation preparation, and analysis.
- Manage relationships and coordinate work product with outside service providers and outside legal counsel, as needed, to support the Corporate Legal Team.
- Partner with chiefs of staff and other key stakeholders to support our board of directors and executive committee.
- Prioritize appropriately and keep multiple teams and projects on track simultaneously.
- Proactively initiate and complete workstreams independently.
- Handle other duties as may be assigned from time to time.

### **Minimum Qualifications**

- 6+ years of paralegal experience (either in a law firm and/or in house) supporting corporate functions.
- A bachelor's degree and paralegal certificate (or state required equivalent).
- Exceptional drafting, communication, proofreading, and research skills.
- An eye towards optimization, efficiency, and effectiveness.
- Extremely organized and detail-oriented with ability to prioritize and manage multiple assignments concurrently, pivot when needed, and operate in a fast-paced environment independently.

- Communicate and collaborate effectively with a diverse range of people and job functions internal and external to the company.
- Manage relationships and lead projects with outside vendors and consultants, such as Nasdaq, Broadridge, CSC, company auditors, and legal counsel.
- Experience driving projects from conception to completion.
- Proficiency in Adobe Acrobat, BoardVantage, Smartsheet, DocuSign, Microsoft Suite, Workiva, and the NYSE Listing Manager.

The expected Total Compensation for this role is \$90,000 - \$120,000 + annual bonus. Individual compensation decisions are based on a variety of factors.

### **Job Benefits**

- MORE employee discounts on lodging, food, gear, and mountain shuttles
- 401(k) Retirement Plan
- Employee Assistance Program
- Excellent training and professional development

Full Time roles are eligible for the above, plus:

- Health Insurance; Medical Insurance, Dental Insurance, and Vision Insurance plans (for eligible seasonal employees after working 500 hours)
- Critical Illness and Accident plans