

**Position Title:                      Legal Assistant/Paralegal**

The person in this position performs duties that would otherwise be handled by an attorney, and serves as a legal resource for the SYDA Foundation under the direct supervision of an attorney.

**Responsibilities include:**

- Maintains vision of the overall needs of the General Counsel, Intellectual Property Administrator, and Insurance Administrator
- Performs a variety of administrative and quasi-legal duties, including drafting various legal documents
- Drafts and reviews contracts for attorney approval; facilitates contract approval process by monitoring pending contracts; helps maintain an efficient review and approval system; maintains a contract database
- Conducts research and helps the Legal Department stay abreast of latest legal developments
- Reviews and updates policies and assists in policy compliance
- Reviews and maintains corporate documents and ensures compliance with all filing requirements
- Creates systems and protocols for legal files

**Qualifications include:**

- Minimum 5 years Siddha Yoga practice, with an ability to demonstrate a strong understanding of Siddha Yoga philosophy and culture
- Has worked with confidential and proprietary material
- Is able to exercise good judgment in knowing when to seek attorney approval
- Has good communication skills, both verbally and in writing
- Is skilled with databases, legal filing systems, Microsoft Excel, Word, computerized legal research, and Internet browsers
- Has effective organizational, planning, problem-solving, technological, analytical, and administrative skills
- Has paralegal certification and a minimum 1 year experience as a paralegal
- Has either a 4-year college degree **or** significant paralegal experience along with some college study

If you are interested in this seva role, please contact the Gurukula office at [Gurukula@syda.org](mailto:Gurukula@syda.org) for a more complete seva description and an application.