**Position Title: Paralegal/Legal Assistant**

**Job Location:** Washington, DC

**Reports to**: General Counsel and Secretary

# **Who We Are**

Student Freedom Initiative, Inc. (SFI) is a nonprofit corporation formed under the laws of the State of Delaware and operated exclusively for charitable, educational, and scientific purposes. Our mission is to address the overwhelming student debt faced by all too many of the young men and women attending Historically Black Colleges and Universities (“HBCUs”) - and ultimately other Minority-Serving Institutions (“MSI”). We are *student centric* and *evidence-based;* we deliver a *holistic* solution to address the systemic problems associated with the student loan crisis. Our program is composed of four primary components: (1) Income Contingent Alternative to traditional Parent Plus loans, (2) Internships, (3) Tutoring, Mentoring, and other Services, and (4) targeted HBCU Capacity Building. These components are supported by partners, who provide subject matter expertise.

# **The Role**

We are looking for a Paralegal to support SFI’s General Counsel and Secretary with performing a variety of legal, technical and administrative tasks. This role requires strong attention to detail, exceptional communication skills, and the ability to thrive in a fast-paced and deadline-driven environment. The successful candidate will approach this critical role with flexibility and adaptability in meeting the needs of the organization.

# **What You Will Do**

1. Act as a liaison between legal, administrative staff and external clients.
2. Draft and edit confidentiality agreements, business agreements and supporting documents.
3. Perform legal research for facts relating to matters of interests.
4. Maintain calendar, monitor and follow-up on tasks and documents to meet critical deadlines.
5. Coordinate charitable registrations and act as liaison with SAM.gov.
6. General Administrative duties (copying, scanning, organizing, and establishing client/vendor files).

# **What You Will Bring**

1. Paralegal Certificate with at least one-year paralegal experience. Previous experience as a transactional legal assistant or paralegal in corporate setting preferred.
2. Previous experience with corporate entity registrations, filings, etc. preferred.
3. Familiarity with Microsoft Office Suites and office equipment.
4. Ability to prioritize and multitask.
5. Excellent written and verbal communication skills. Must be comfortable making decisions and operating in a startup environment with a high level of trust and autonomy.
6. Willingness to travel up to 10% of the time.

*It is impossible to list every requirement for, or responsibility of, any position.  Similarly, we cannot identify all the skills a position may require since job responsibilities and the Company’s needs may change over time.  Therefore, the above job description is not comprehensive or exhaustive.   The Company reserves the right to adjust, add to or eliminate any aspect of the above description.  The Company also retains the right to require all employees to undertake additional or different job responsibilities when necessary to meet business needs.*

*Student Freedom Initiative is an equal opportunity employer and is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

**Attachment 1 – Organization Summary**

* + 1. **Overview**

Student Freedom Initiative, Inc. (“SFI”) is a nonprofit corporation formed under the laws of the State of Delaware and operated exclusively for charitable, educational, and scientific purposes. Our mission is to address the overwhelming student debt faced by all too many of the young men and women, focusing initially on students attending Historically Black Colleges and Universities (“HBCUs”) - and ultimately other Minority-Serving Institutions (“MSIs”) in the future - by providing a student-centric funding source for education costs as an alternative to high-interest loans. SFI’s mission builds on and expands the work of recognized section 501(c)(3) tax-exempt organizations, including the Education Finance Institute (EFI), Jain Family Institute (JFI), Better Future Forward (BFF), United Negro College Fund (UNCF), and Thurgood Marshall College Fund (TMCF), as well as initiatives under way at institutions such as Purdue University, the University of Utah, and the University of California San Diego Extension. SFI will accomplish its mission and charitable purposes by, among other activities, providing a source of below-market funding for students to obtain an education.

* + 1. **Mission Statement**

The SFI mission is to provide a catalyst for freedom in professional and life choices for students attending Minority Serving Institutions (MSI) through a financing alternative that liberates students from the burden of unmanageable college loan debt.

* + 1. **Core Values**

SFI will be guided by the following core values as we pursue our mission:

* + 1. Student-Centered *-* SFI remains acutely focused on the interest of students/families and recognizes that their success benefits communities, employers and MSIs.
    2. Holistic - SFI elevates the totality of the MSI ecosystem; recognizes the implication to people, process, technology, and governance; and provides a suite of solutions that enable MSI and student success.
    3. Evidence-Based - SFI refines and adjusts its program to optimize student outcomes based on continuous analysis of data throughout the program’s lifecycle, and generates high quality research to support broad(er) adoption of this transformative program.
    4. Collaborative - SFI develops mission-aligned, strategic partnerships; leverages core competencies of subject matter experts; and capitalizes on synergies with related goals.
    5. **Components**

SFI’s comprehensive approach includes the following components:

* + - 1. Income Contingent Financing Alternative. A flexible approach to replace traditional Parent Plus loans, but with more favorable economic and non-economic terms.
      2. Internships. Paid internships within STEM related careers.
      3. Tutoring, Mentorship, Other Services. Provide eligible students services and technology to reduce the digital divide and enhance their ability to perform in their intended major and career.
      4. Targeted HBCU Capacity Building. Provide eligible HBCUs services and technology to reduce the digital divide, transform and evolve technology, and enhance Research & Development (R&D) capability.
    1. **Outcomes**

Leveraging its core values and our four components, SFI enables improved outcomes:

* + - 1. Liberate students to make professional and life choices.
      2. Increase African-American economic mobility via STEM
      3. Provide more favorable terms and flexibility than alternatives
      4. Institutionalize scalable platform to eventually support all STEM students at subset of remaining MSIs (subject to raised capital).
      5. Enable HBCU transformation, resilience, and increased competitiveness.
      6. Provide transformative model for policy, researchers, and policy advocate.