

# T E N E N B A U M

## L A W G R O U P P L L C

### **Paralegal – Nonprofit Law**

Tenenbaum Law Group PLLC – a six-attorney, nationally-recognized, boutique law firm based in downtown Washington, DC – is seeking a Paralegal to join our practice, which focuses on the representation of nonprofit organizations. Founded in January 2020, the firm serves as outside general counsel to hundreds of nonprofits across the United States and around the world.

TLG brings decades of Big Law experience with the efficiency, responsiveness, and personalized service of a boutique firm. We focus on practical, impactful solutions; spirited defense and advocacy; and a deep understanding of the nonprofit sector and best practices. Our team takes our work – but not ourselves – very seriously, and we are passionate about helping our clients achieve their missions and goals.

While our day-to-day operations are fully remote, team members are welcome to work from our downtown DC office as desired. We also gather in person several times a year for training, collaboration, firm events, and fun – because we believe that strong personal connections and shared experiences make for a better work environment.

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This is a full-time, salaried, and non-exempt position. As a Paralegal with experience in nonprofit law, you will provide critical legal and administrative support to TLG's attorneys. The role combines traditional paralegal duties with some legal assistant and administrative responsibilities to help ensure smooth operations and exceptional client service. Our typical work hours are Monday to Friday, 9 a.m. to 6 p.m. ET with one hour for lunch.

While we will be flexible for the right candidate, preference may be given to applicants based in the Washington, DC metropolitan area.

Key responsibilities include, but are not limited to:

- Forming, maintaining, and dissolving nonprofit entities; supporting ongoing corporate governance and compliance.
- Drafting legal documents and client communications (filings, memos, letters, etc.) under attorney supervision.
- Supporting attorneys with research, document preparation, proofreading, and formatting legal documents, presentations, and reports.
- Conducting legal and factual research related to nonprofit law, federal tax-exempt status, and regulatory compliance.
- Preparing audit letters for clients.
- Preparing PowerPoint presentations for client training and similar sessions.
- Coordinating meetings and facilitating communication between clients and certain attorneys.

- Organizing and maintaining electronic client files, ensuring accuracy and accessibility.
- Supporting billing by tracking time entries and related expenses.

The ideal candidate will be a paralegal who is experienced in working with nonprofit organizations, is resourceful, works well independently, exercises excellent judgment, is good at juggling multiple tasks, enjoys working in a fast-paced environment, is comfortable working in a largely virtual setting, is very professional in interacting with clients and others, and desires to be part of a thriving, collegial, and supportive team.

This role supports multiple attorneys and plays a key role in the legal team's effectiveness. While your primary focus will be legal support, the position requires flexibility and a willingness to step into select administrative tasks as needed.

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#### Qualifications and Skills:

- Bachelor's degree required; paralegal certificate/certification preferred.
- At least three years of relevant experience supporting nonprofit clients or working in a nonprofit-focused law practice.
- Experience with Office 365 (Microsoft 365 Copilot), Adobe Acrobat Pro, and legal practice management software (*e.g.*, Clio).
- Excellent organizational, time-management, and multitasking skills.
- Strong verbal and written communication skills.
- High attention to detail and accuracy.
- Self-starter with a willingness to learn and take initiative.
- Ability to work independently and collaboratively in a remote, dynamic, and collegial team environment.

We value experience, potential, and perspective. If you meet most qualifications and believe you're a great fit for this role, we encourage you to apply and tell us why.

#### Salary & Benefits:

- Salary range: \$70,000–\$95,000, commensurate with experience, location, and qualifications.
- Health, dental, and vision insurance with up to 100% premium coverage for you.
- 401(k) plan with employer 4% match (eligibility begins after one year).
- Unlimited paid time off (PTO). And yes, we are the (seemingly) rare employer that truly encourages our employees to take time off.
- Paid federal holidays.
- Firm-issued laptop and peripheral equipment (*e.g.*, a monitor, docking station, headphones, etc.) as needed

Website: [www.TenenbaumLegal.com](http://www.TenenbaumLegal.com)

Diversity, Equity, and Inclusion Statement: [Diversity, Equity, and Inclusion - Tenenbaum Law Group PLLC \(tenenbaumlegal.com\)](#)

How to apply:

Please submit a **cover letter and resume** via:

- LinkedIn job posting: [Click Here](#); or
- Email to [info@TenenbaumLegal.com](mailto:info@TenenbaumLegal.com)

Please note that due to the high volume of applications received, Tenenbaum Law Group PLLC is not able to respond to all applications and/or inquiries.