

Paralegal/Legal Coordinator – Professional Services

About us:

NGFA is a broad-based trade association that represents and provides professional services for grain, feed and related commercial businesses. Its premier service is its arbitration system, which was established in 1901 and is believed to be North America's oldest industry-based arbitration system.

Job Description:

We are looking for a team member for NGFA's varied operations, primarily involving the management of our preeminent alternative dispute-resolution system.

Minimum Qualifications:

Bachelor's degree; experience/background/strong interest in legal matters and dispute resolution.

Key Responsibilities:

- Case management
- Analysis of commercial issues
- Drafting and editing range of documents, including correspondence, reports and case opinions
- Communicating with parties, attorneys and arbitrators

Key Skills:

- Exceptional communication and presentation skills
- Strong writing and analytical skills
- Accuracy and attention to detail
- Problem-solving skills and teamwork
- Scheduling and time management
- Proficiency in Microsoft 365

Details:

- Full-time, Hybrid, Based in Arlington, VA
- Salary: negotiable based on experience and qualifications
- Opportunities for career progression
- Robust benefits include 401K Plan, Health Insurance, and paid leave
- Friendly and collaborative work environment

Resume, writing sample and transcripts (if graduated within the last 3 years) are required to be considered for this position.

To apply: Email submission to arbitration@ngfa.org

Only candidates selected for interviews will be contacted.