



LIFE.CHURCH

OPERATIONS

Job Title: Legal Team Leader

Department: 102 – Finance

Reports to: Central Group Leader, Finance

Status: Exempt

Supervisory role: Yes

Last updated: 08/14/2020

Life.Church wants to make a lasting difference in your life, in our community, and in the world. Our mission is to lead people to become fully devoted followers of Christ. That's how we're able to make a difference, and it's the driving force behind everything we do.

Job Summary

The Legal Team Leader is primarily responsible for overseeing the Legal Services and Risk Awareness teams, and for contributing to the overall legal compliance of the organization. This role will oversee the organizational processes for contract review and creation, insurance coverage, physical injury incidents, and background checks. This role will also advise on organizational legal and risk matters and equip staff with legal and risk resources. The Legal Team Leader will also research key legislation updates or changes that affect the organization.

Duties and Responsibilities

- I. Lead Legal Services and Risk Awareness teams
 - Provide leadership and direction to the Legal Services and Risk Awareness teams through strategic planning
 - Provide support for direct reports through coaching and setting expectations
 - Ensure Legal Services and Risk Awareness strategies align with the overall Financial Operations team strategic vision
- II. Support Legal and Risk initiatives
 - Oversee the contract review process, any necessary edits, offering final approval when required
 - Provide oversight and support when new contracts need to be drafted, ensuring risk is minimized
 - Oversee purchase and management of organizational insurance and claims
 - Oversee process for injury incident reports and background checks
 - Collaborate with department leaders to review and advise on organizational legal and risk matters
 - Lead Legal Services and Risk Awareness teams to develop, maintain, and distribute resources to equip staff
 - Contribute to Life.Church compliance to mitigate risk while identifying solutions to meet organizational needs
 - Research legal and risk matters and relevant news to stay informed on key issues affecting the organization

Knowledge, Skills and Abilities

- Ability to self-motivate, make independent decisions and problem solve with innovation
- Effective at multi-tasking and time management to meet strict deadlines while remaining flexible and open to change
- Excellent verbal, written, and oral communication skills to clearly explain complicated processes and foster partnerships
- Effective at process and organizational management to coordinate, structure and provide vision to projects
- Strong leadership skills and understanding on developing and guiding others

Education/Experience

- Juris Doctorate
- 3-5 years of related work experience

Working Conditions and Requirements

This position receives general direction while working from established policies and objectives. This position plans and carries out assignments and will resolve most situations that arise. Completed work is generally monitored only to determine the effectiveness in meeting position/team objectives. This role works in a fast-paced environment with multiple interruptions. It is essential for this role to balance daily responsibilities while maintaining a high level of concentration and stress tolerance.

The physical activity of this job includes sitting, standing, and walking for an extended period of time. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. Must be able to lift up to 25 pounds on occasion.

At Life.Church, every staff member and intern is a minister, and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent Life.Church's beliefs as a minister, during the selection process for all staff and intern positions. An essential function within every position held by a staff member or intern at Life.Church is to uphold and represent Life.Church and our beliefs in all areas of personal and professional life.

Employee Name (Printed)

Employee Signature

Date

Team Leader Signature

Date