



Job Title: Part-Time Associate Attorney – Supporting the Firm’s Business / Corporate & Dispute Resolution / Strategic Design Practice Areas

Location: Remote & 950 Third Avenue NYC

Responsibilities:

- Assist in managing a diverse caseload of alternative dispute resolution matters (such as, breach of contract negotiations, digital asset and cyber security breaches, business torts) and diverse domestic and cross-border / international business matters (such as, transactions, contracts, employment, intellectual property, due diligence)
- Conduct legal research and write legal research summaries and possibly briefs or persuasive letters.
- Draft business/corporate legal documents (such as, LLC operating agreements, shareholder agreements, corporate governance documents).
- Assist with mediation and arbitration discovery (such as, drafting and responding to discovery requests, and managing document productions).
- Work closely with attorneys to draft memorandum of law, develop case strategies, and provide legal advice to clients.

Qualifications:

- Juris Doctor (J.D.) from an accredited US law school.
- Admission to the State Bar NY or Florida.
- Must have 2-4 years of experience in dispute resolution and/or business/corporate practice areas.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proactive and friendly

Part Time Compensation: 25 hours per week

\$40,000/ No Benefits

Please send resume and cover letter to HR@zahnlawglobal.com