Zahn Law Global, LLP
Global Thinkers Trusted Advisors

Job Title: Part-Time Associate Attorney (2-3 Years Experience)
Location: Hybrid – Remote & 950 Third Avenue, New York, NY
Reports To: Robin Kaptzan
Practice Area: Business /Corporate & Dispute Resolution (Domestic & International)

About Zahn Law Global:

ZLG is a unique team of premier legal professionals with depths of experience from prior practices at top tier, global firms and corporations, providing services in multiple regions around the world. As global thinking facilitators and creative trailblazers, we advise our clients when navigating complex challenges in an ever-changing landscape of international and domestic projects.

Alongside our devotion to embodying this positive work culture, our legal practice encompasses expert domestic and cross-border corporate / business, tax, estate planning, dispute resolution legal services and advice, and project coordination. Each service reflects our fundamental principles of empathy, understanding, and enthusiasm.

Position Summary:

We are currently seeking a highly qualified **Part-Time Associate Attorney** to support **Partner Robin Gerofsky Kaptzan**, Head of Business / Corporate and Dispute Resolution Practice areas with focus on the Asia-Pacific region and working on global projects. This is an ideal role for a driven, experienced attorney seeking part-time flexibility while working on intellectually rigorous and meaningful cross-border matters.

Key Responsibilities:

- Manage and assist with a dynamic caseload of both **domestic/ international projects,** such as **business transactions and corporate projects** (e.g., multijurisdictional due diligence, employment, intellectual property, cross-border structuring) and **dispute resolution** (e.g., breach of contract, cyber incidents, intellectual property infringement, digital assets, business torts).
- Draft and negotiate corporate governance and business documents, such as **LLC operating agreements, shareholder agreements, employment package** and **commercial contracts**.
- Conduct l**egal research, draft legal memoranda** and **present case strategies**.
- **Communicate and liaise** with clients, government agents and representatives and third-parties.
- Support **arbitration and mediation preparation**, including discovery management, document review and brief writing.
- **Collaborate** with senior attorneys and the legal team to develop client strategies, deliver legal advice, and maintain high-touch client services.
- **Contribute to internal knowledge management and efficient practice operations.**

Qualifications:

- Juris Doctor (J.D.) from an accredited U.S. law school.
- Active admission to the **New York or Florida State Bar** (additional jurisdictions a plus).
- **2–3 years of experience** in business/corporate and/or dispute resolution practice areas, ideally with international or cross-border exposure.
- Demonstrated ability to operate independently, take initiative, and think strategically in a lean team environment.
- Creative and high-level critical thinker.
- Outstanding legal research, drafting, and communication skills.

- Organized, tech-savvy, and confident navigating a remote-first collaborative model.
- A friendly, proactive team player who thrives in fast-paced, high-stakes matters.

Compensation and Schedule:

- **Part-Time | ~25 hours/week**
- Compensation commensurate with years out of school, experience, performance and location.
- Salary Range between $33,800 - $45,800
- Flexible schedule with required availability for some in-person meetings at our NYC office and potentially in a Florida office.

How to Apply:

Please send your **resume, a cover letter and writing samples** to HR@zahnlawglobal.com with the subject line: *Part-Time Associate: Corporate/Dispute Resolution*