

Job Number: WFS-2020-87

Job Title: Paralegal

Supervisor: Director of Federal Operations

Status: Full Time

Office Location: Grand Rapids, MI

Waséyabek Federal Services, LLC (WFS) is a subsidiary of Waséyabek Development Company, LLC (WDC), providing services to the Federal marketplace. WFS is a legal entity, created and wholly owned by the Nottawaseppi Huron Band of the Potawatomi (NHBP), a Federally recognized Indian Tribe. WFS is committed to fostering the development of a stable, diversified economy for members of the Band which will contribute to their long-term wealth and economic self-sufficiency while managing risk and creating quality employment opportunities.

POSITION SUMMARY

The Paralegal is responsible for assisting with management of the operational risk of the Federal Division by drafting, reviewing and assisting with negotiations of contracts, as well as storing, maintaining and administering the contracts after execution. The Paralegal will also be responsible for coordinating administration of customer contract terms and conditions across multiple areas to maximize contract value. Additional responsibilities will include conducting research and staying up to date on legal and regulatory issues and changes affecting WFS's business development activities and contract operations. Assist and identify areas of risk and collaborate with several cross functional teams. Develop and manage systems, processes, policies and procedures to address the unique challenges presented by contract administration specific to Government Contracting from pre-proposal activities to final closeout.

ESSENTIAL FUNCTIONS

- Prepare teaming agreements, consulting agreements, non-disclosure agreements, MOUs and other contract related documents
- Prepare, review and/or assist with contract negotiations
- Prepare, review and/or negotiate subcontracts
- Support the contract proposal review and drafting process, including risk mitigation and performance gap review of RFPs
- Work with the Director of Federal Operations to develop and implement systems, processes, policies and procedures to address the unique challenges presented by contract administration
- Research and communicate regulatory and legal issues affecting WFS's business development activities and contract operations
- Generate reports on the current status of existing agreements
- Draft standardized language for new contracts
- Develop draft subcontracts based upon RFP requirements
- Support in population of newly implemented contract system with other administrative support as required
- Issue RFQ's to subcontractors and coordinate timely submission of subcontractor data

- Provide assistance to Program Management by interpreting contractual, FAR/DFAR and/or unique procurement regulations
- Establish and maintain excellent customer relations, both internally and externally
- Identify process efficiencies and implement changes to ensure organization is learning and expanding from experience
- Coordinate the review of Contractor Performance Assessment Report (CPAR)
- Support the contract proposal review process including risk mitigation and performance gap review of RFPs
- Negotiate subcontracts terms and scope
- Ensure compliance with customer, contractor, and corporate obligations and requirements
- Coordinate and oversee Subcontract Administration to support prime contractor efforts and minimize exposure
- Maintain data bases with current information relevant to WFS operations, including information regarding teaming partners, work share agreements, Joint Venture terms, consultants, NDA's, commission documents
- Maintain original contracts and modifications integrating modifications into a working copy of each contract
- Ensure distribution of contract and contract information to all internal and external parties as required

MINIMUM QUALIFICATIONS

- Bachelor's degree or associates degree with a paralegal certificate; or
- Bachelor's degree in Paralegal Studies; or
- JD, preferred.
- Minimum of three (3) years of experience working for a law firm, in a corporate legal department, or within an organization actively engaged in government contracting
- Working knowledge of Government Contracts applying FAR and DFAR regulations – a plus
- Strong attention to detail and the proven ability to manage competing priorities effectively
- Strong work ethic with excellent written and verbal communications
- Comfort with reading, ingesting and summarizing business contracts is necessary as a core skill
- Self-starter and critical thinker with contract coordination skills
- Ability to maintain the highest level of professionalism, confidence and integrity while directly dealing with all levels of internal customers, ranging from individual contributors to CEO
- Proven ability to work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation and excellence
- Effective negotiation and diplomacy skills
- Proficient with various software applications such as Adobe Acrobat, Word, and Excel, PowerPoint and Deltek
- Must be a good fit for company and culture
- Ability to pass an extensive background investigation, including but not limited to personal and professional financial history, nationwide criminal record search, credit check and other relevant background information deemed necessary by WFS

- Ability to pass a pre-employment drug screen

PHYSICAL REQUIREMENTS

Ability to focus on computer screens for extensive periods of time. The employee is occasionally required to stand and reach. The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

Normal office environment

TRAVEL

This position will require regular travel.

Native American & Veteran Hiring Preferences will be applied in accordance with WFS policy

Waséyabek Federal Services, LLC is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

