**Paralegal (Philadelphia, PA based)**

**What Are We About:**

At Patina, we believe everyone should have the opportunity to live their best lives and age with dignity. That’s why we’re reinventing primary care with an approach that’s purpose-built for older adults and their families. Our care model is centered around the needs of the individual, and available right where they live, with comprehensive and convenient in-home and virtual care options. We enable our world-class team of clinicians and care team members with elegant, human-centered technology and tools, so they can spend more time doing what they do best: building trusted relationships and delivering great care.

Working at Patina is special. We respect each other, seek out and welcome others’ perspectives, and push ourselves to grow and innovate so that we can deliver exceptional experiences to those we serve. We balance humility with confidence, and we’re looking for change-makers who bring the heart and audacity to help us **profoundly improve the healthcare and aging experience for older Americans.**

**What Makes You Uniquely Suited to Work at Patina**

The Paralegal at Patina will support the legal functions, reporting to and supporting our General Counsel in day-to-day legal essentials. As an experienced paralegal, you are someone who has meaningfully begun a career in law, but you are ready to make a deeper impact in the world around you. You are detail-oriented and love research and digging for information. You enjoy project management, learning, and organization. You are looking to accelerate your career trajectory (maybe even to the extent that law school is in your sights). You are highly organized, enjoy working with a team and patient with others.

**What you Get to Do:**

- Use the law to support a fast-paced, mission-driven startup company.
- Work with leaders across the organization to develop processes, procedures and best practices for knowledge management, including agreements, contracts and documents.
- Support compliance requirements, testing and monitoring.
- Contribute to and support all aspects of deal closings.
- Provide paralegal support to lawyers on the team on a variety of matters, and offer project management support as needed.
- Provide support related to preparation of a variety of day-to-day legal agreements, as well as processes related to other corporate functions.
- Provide corporate governance assistance, including preparation for board meetings, providing organizational documents, and the like.
- Assist with organizing transaction-related documents and signature pages; organize all relevant documents and signature pages for the legal team.
- Examine, organize, summarize, and analyze information related to questions to create a logical and usable work product.
- Performs administrative and clerical tasks as needed.
What is Required:

- 3+ years of paralegal experience.
- Proven success working with clients and internal leadership.
- Comfortable operating within multiple legal topic areas in a rapidly-changing legal environment.
- Bachelor’s degree required.
- Strong written and communication skills are crucial.
- Ability to thrive in a fast-paced environment and work collaboratively across departments.

What Would Be Great to Have:

- Worked in a startup that's grown from 20-to 100 or more employees.

Location:

Greater Philadelphia area (this is an in office role).

What are the Advantages:

- Amazing mission-based culture with a team of fewer than 50.
- Medical, Dental & Vision Insurance.
- Competitive PTO.
- An environment where you can learn, grow, achieve financial wellness, and change the world.

Patina is an equal opportunity employer and values diversity. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

For more information, please contact Talent at talent@patinahealth.com