



ncnw
commitment | unity | self reliance

633 Pennsylvania Avenue NW, Washington, DC 20004 • ncnw.org • ncnwhq@ncnw.org

Legal Clerk

NCNW is a national civil and human rights organization, based in Washington, DC. NCNW was founded by the renowned educator and civil rights activist Dr. Mary McLeod Bethune in 1935. Today, Rev. Shavon Arline-Bradley is President and CEO of NCNW. NCNW has more than 300 sections (chapters) across the US and leads a coalition of 33 national women's groups. NCNW's mission is to lead, advocate for and empower women of African descent, their families and communities. To learn more about NCNW, visit www.ncnw.org. **To apply send your resume and cover letter to jobs@ncnw.org.**

The Law Clerk position pay range is \$20-\$24 per hour. The time commitment is part time, with a week of twenty hours, 50% of which may be performed remotely. The work is mostly sedentary, requires occasional lifting of 20 pounds, or less, frequent reaching and bending. Travel is 10% or less.

JOB SUMMARY

The National Council of Negro Women's mission is to lead, advocate for, and empower women of African descent, their families and communities. We seek a highly motivated, experienced individual to take on the membership compliance management system. We are looking for a Legal Clerk to complete legal research & writing. Under the direction of the General Counselor, this position is primarily responsible for compliance with regulatory requirements and internal policies and procedures.

RESPONSIBILITIES

- Reviewing public records
- Interviewing local nonprofit leaders, creating and/or assembling training materials.
- Preparing applications for recognition of tax exempt status.
- Preparing vendor licensing agreements, drafting applications for service marks and monitoring use of organization's service marks.
- Conducting legal research in the areas of nonprofit governance, compliance, and Intellectual property,
- Reviewing sponsor agreements.
- Research and writing in support of effort to establish a planned giving program,
- Establish and maintain a compliance docket for state and local subsidiaries.
- Other duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

- Successful completion of one year of law school.
- Excellent communication skills.
- The ideal candidate will possess a thorough knowledge of MS Office, including WORD, Power Point and Excel, Adobe Acrobat and Google Docs.
- Familiarity with Roberts Rules of Order and Section 501 (c) (3) of the Internal Revenue Code is a plus.
- A demonstrated interest in charitable work, diversity, equity and inclusion are desirable.

Shavon Arline-Bradley
President & CEO

Dr. Mary McLeod Bethune, Founder
Dr. Dorothy Irene Height, President Emerita

Dr. A. Lois Keith, National Chair

Krystal Ramseur Ali, MPA
Chief Operating Officer

Contributions are tax deductible.