

## POSITION DESCRIPTION

**Title:** Paralegal (part-time)

**Reports To:** International & Legal Coordinator

**Al-Anon Membership:** Required

**Job Brief:** Investigates and resolves reported violations of Al-Anon trademark, copyright, and other intellectual property interests. Processes reprint and translation requests and Al-Anon owned trademark and domain name registrations and renewals.

### **Specific Duties & Responsibilities:**

- Reviews, catalogues, prioritizes, and addresses all complaints received regarding apparent trademark/service mark infringement, copyright infringement, or other intellectual property-related abuses, collaborating with the Legal Coordinator, Executive Director, and outside counsel as appropriate
- Reviews and drafts responses for non-routine and initial reprint licensing requests and literature excerpt requests, including requests to adapt Al-Anon's Twelve Steps, Twelve Traditions, or Twelve Concepts of Service
- Reviews and drafts responses for routine social media/email requests regarding legal, copyright, and trademark matters.
- Drafts of agreements and other legal documents as necessary to support researcher and other efforts that support the primary mission of Al-Anon Family Groups
- Files new copyright applications for registration with the United States Copyright office and maintains a list of all copyright registrations.
- Facilitates registration and renewal of trademarks globally and domain names owned by AFG, Inc.
- Assist with the International Standard Book Number (ISBN) process.
- Communicates with all participants and structures throughout the Independent Review process for translation of CAL
- Provides reports on trademark, copyright, and legal matters and raises concerns to the Executive Director in a timely manner.
- Other duties as assigned

### **Requirements:**

- Familiar with Al-Anon's Twelve Steps, Traditions, Concepts of Service and *Digest of Al-Anon and Alateen Policies* and how to apply them to member questions and concerns
- Demonstrated ability to write and speak effectively in English in business and legal environments
- Ability to collaborate and cooperate in a team-based organizational structure
- Ability to prioritize and complete work on multiple tasks or projects independently and meet deadlines

- Attention to detail, good organizational and problem-solving skills
- Confidence using technology to plan, communicate, collaborate, and organize
- Proficient in Microsoft 365 products (Word, Excel, PowerPoint & Outlook), including online collaboration tools such as Teams

**Education & Experience:**

- Associate degree in paralegal or legal studies, social sciences, or related fields plus two years' experience as a paralegal
- Three or more years continuous, active Al-Anon membership required

**Preferred Skills & Experience**

- Al-Anon service experience beyond the group level

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to express or exchange ideas by means of the spoken word. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Work Location:**

This job is a remote position, requiring the successful candidate to be available a minimum of ten WSO office hours a week and to have reliable high-speed internet connectivity.

**Travel:** None required.

**Point of Contact to Apply:**

Email resume with cover letter to [HumanRes@al-anon.org](mailto:HumanRes@al-anon.org).