

**FREE METHODIST WORLD MINISTRIES CENTER
JOB DESCRIPTION**



**PARALEGAL
Full-Time Non-Exempt**

Ready to make a difference? As an exciting Christian nonprofit global ministry, the Free Methodist Church – USA has an excellent career opportunity for a bright, energetic, organized, personable candidate with a heart for ministry.

Onsite or Offsite: Onsite/ Hybrid (three days a week onsite, with occasional 5 days onsite weeks as needed)

JOB SUMMARY

The **Paralegal – Nonprofit Legal Affairs** supports the legal and administrative functions of the Free Methodist Church – USA (FMCUSA), ensuring compliance with governance requirements, property transactions, and nonprofit legal matters. This role is responsible for reviewing and processing applications related to church property transactions, issuing legal documents such as Letters of Good Standing, maintaining accurate records, and supporting the legal team in nonprofit compliance and governance matters.

KEY RESPONSIBILITIES

a) Property and Real Estate Transactions

- Review, process, and verify applications for Permission to Sell or Mortgage Property in accordance with FMCUSA policies and legal guidelines.
- Issue property releases upon approval.
- Prepare and present annual reports on property transactions for ratification by the Board of Directors and subsequent presentation to the Board of Administration.
- Maintain organized records of property transactions and approvals for future reference.

b) Nonprofit Compliance & Church Governance

- Prepare and issue Letters of Good Standing (501(c)(3) verification forms) for local Free Methodist churches upon request and in yearly batches by conference.
- Support the organization's compliance with nonprofit legal requirements, including IRS regulations and state charitable registration filings.
- Assist with legal research and document preparation related to FMCUSA's governance policies, bylaws, and tax-exempt status.
- Assist in coordinating insurance policies for the WMC and FMCUSA, completing applications and reviewing policies as needed and maintaining files of same. Work closely with Human Resources regarding changes related to workers' compensation insurance.

c) Legal & Administrative Support

- Work with General Counsel and COO on legal strategy
- Draft, proofread, and manage legal correspondence, contracts, and agreements as needed.
- Maintain organized legal files and document repositories, ensuring timely updates and accessibility.
- Conduct research on property, tax-exemption matters, and nonprofit governance best practices to assist legal counsel.
- Coordinate with external counsel and government agencies regarding filings, approvals, and compliance matters.

d) Complete other assignments and projects for the COO or EAA as assigned.

QUALIFICATIONS AND DEMONSTRATED ABILITIES/SKILLS

- **Education:** Associate or Bachelor's degree required; Paralegal Certificate or equivalent legal training preferred.
- **Experience:** 3+ years of experience in a paralegal, legal assistant, or nonprofit compliance role. Experience with nonprofit organizations, real estate transactions, and/or ecclesiastical governance is preferred.
- **Knowledge of:**
 - Nonprofit legal structures, 501(c)(3) compliance, and governance requirements.
 - Real estate transaction processes, including property sales and mortgage approvals.
 - Legal research and document preparation best practices.
- **Skills & Competencies:**
 - Commitment to the mission and values of the Free Methodist Church – USA.
 - Strong attention to detail and organizational skills.
 - Excellent written and verbal communication skills.
 - Excellent people skills demonstrated by ability to maintain a pleasant, gracious demeanor in all interactions.
 - Ability to manage multiple deadlines and work independently.
 - Proficiency in Microsoft 365, Adobe PDF Distiller, legal database management, and document drafting tools.

PHYSICAL DEMANDS

Regularly required to talk, hear, see, and use hands and fingers to operate a computer keyboard, calculator, copier, scanner, printer, and telephone. Vision requirements include the ability to navigate while traveling domestically. Must be able to lift, carry and put down items up to 5 to 10 lbs, at times while walking across parking lots, etc.

WORK ENVIRONMENT

- Flexible **work** options available – must work on site at least three out of five days per week.
- Competitive salary and **benefits package**, including retirement and healthcare options.
- Opportunities for **professional development and legal training** in nonprofit governance.
- Regularly interacts with other employees and guests both face-to-face, via phone, Teams, and by email.
- The noise level in the work environment is usually low but can be moderately high depending on office activity and number of guests in the building.
- This position will have minimal required travel.

Interested individuals should submit a resume and complete an online application at: <https://freemethodist.wufoo.com/forms/r1a9iage0v81tcs/>.