



Position Description: Legal Officer/Attorney

Position Title: Legal Officer/Attorney

Department: US Army Auxiliary Activation Project Team

Location: Remote

Position Type: Unpaid Volunteer

Job Summary: The Legal Officer/Attorney will serve as a key member of the US Army Auxiliary Activation Project Team, providing free legal advice to the Activation Project Team as needed. This role involves offering legal counsel on a variety of issues, including but not limited to all legal matters as they pertain to an organization like ours. Special interest in Nonprofit organizations. The Legal Officer/Attorney will work closely with other team members to ensure that all legal matters are handled efficiently and effectively.

Key Responsibilities:

- Provide legal advice to the Activation Project Team as needed on a Pro Bono basis.
- Conduct legal research and stay updated on relevant laws and regulations.
- Draft and review legal documents, including contracts, articles of incorporation and the federal rules pertaining to forming a Federally Chartered Nonprofit organization and other related matters.
- Assist in the preparation and presentation of cases to decision makers when needed.
- Collaborate with other team members to develop and implement legal strategies.
- Offer training and educational sessions on legal topics pertaining to the Activation Project.
- Maintain accurate and confidential records of all legal matters handled.

Qualifications:

- Juris Doctor (JD) degree from an accredited law school.
- Admission to practice law in at least one U.S. state or territory.
- Experience in corporate and nonprofit organization law, military law or a related field is preferred.
- Strong analytical, research, and writing skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Commitment to providing high-quality legal services to the Activation Project Team.

Application Process: Interested candidates should submit a resume, cover letter, and references to admin@ArmyAux.org. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Organization: The US Army Auxiliary Activation Project is an equal opportunity organization.