

DOYENNE STRATEGY
PART TIME LEGAL INTERN - BUSINESS DOCUMENTS

Doyenne Strategy is a boutique consulting firm advising mission-driven leaders and organizations on business and legal strategy. Directly and in collaboration with other firms, from startup to sustainability, we help leaders build for impact. With offices in Seattle and New York, we serve clients locally, nationally, and internationally.

The law practice side of the firm provides startup and general counsel to tax exempt organizations (nonprofits, associations, foundations), and to for-profit small businesses and startups. In support of this practice, we maintain an electronic forms library - templates of commonly used business law documents. We seek a rising 3L or LLM candidate to assist with improving this library by reviewing and revising forms. This assignment is paid, flexible, and entirely virtual. We intend for it to be a rich, hands-on learning opportunity.

Here's what the work actually looks like, *and the learning opportunity associated with each activity*:

- **Getting Started:** We'll spend time discussing the big picture, the end goal, your learning objectives, and our expectations. *This will give you practice with client communications and working with senior attorneys.* Then, we'll agree to a timeline based on your availability, and schedule check-in meetings and mentorship sessions. *This will give you practice with setting and managing expectations, and calendar management.*
- **The Review Process:** You'll work your way through the library in batches of similar documents. *This will give you practice with prioritization.* For each batch, we'll meet first to discuss the uses and limitations of the documents, the key legal concepts and relevant laws, and best practices and model forms we'll want to evaluate our work against. *This will give you practice with clarifying the assignment, asking questions, and learning-before-doing. Failing to accurately understand the client's needs can be extremely costly in a transactional practice.* Then, on your own, you'll review the documents and propose revisions. *This will give you hands-on practice with the nuance of drafting legal clauses and forms, of evaluating and interpreting legalese, and of finding the balance between legalese and plain language.* Once you're done with each batch, we will review your work, meet to discuss, and determine whether to accept the revision or revise further. *This will give you practice with managing multiple-rounds of revision that often take place in a business transaction.* Once all documents in the batch are approved, you'll then move on to the next batch, starting the process all over again.
- **Additional Learning:** We'll give you opportunities to participate in client meetings and contribute to client matters in line with your learning objectives and career aspirations.

Hours and Compensation:

- Up to 160 hours over 3-5 months between July and November 2021
- \$20/hour, non-exempt, paid bi-weekly

Required Skills and Experience

To be considered, candidates must:

- Have completed at least two years of law school and be in good standing

- Have completed at least one class in business and corporate law with a B grade or higher
- Demonstrate interest in practicing in the areas of business, corporate, or nonprofit law
- Demonstrate uncommonly good writing and proofreading skills
- Be proficient in Microsoft Word
- Be able to communicate effectively
- Be eligible to work in the US, and be a resident of New York or Washington State
- Share the firm's commitment to diversity, equity, inclusion, and anti-racism

To Apply

- Send letter of interest, resume, and one writing sample to legal@doyenne-strategy.com