

## Legal Officer

**Duration:** 1 Year (Renewable)

**Remuneration:** Voluntary, Non-Remunerated

**Location:** UK, Belgium, or Overseas Possible

**Deadline for Applications:** 01/07/2024

### Position Overview:

The Legal Officer provides legal advice and support to the organisation on various matters, including contracts, compliance, and governance.

### Responsibilities:

- Review and draft legal documents, contracts, and agreements.
- Provide legal guidance on compliance with laws and regulations in the organisations main countries (UK, Belgium, USA)
- Manage legal risks and ensure the organisation's activities are conducted within the framework of applicable laws.
- Support the organisation's governance structure and facilitate board meetings.
- Acting as the organisation's secretary for legal incorporation and governance

### Suggested Qualifications:

- Bachelor's degree in law; Juris Doctor (JD) or equivalent preferred.
- Experience research or practising law, preferably in the nonprofit sector or relevant field.
- Strong analytical and problem-solving skills.
- Excellent written and verbal communication skills.

### Working Conditions

Positions at MUNers Across Borders are non-remunerated, and the organisation is led by volunteers based primarily in Belgium and the UK but across the world. Expected amount of time the position takes is from 5-10h a week, with deviations upon request and in-discussion with the team. You will be expected to attend team meetings twice a month, and the position will intensify closer to the start of our main Summit in Q1 2025.

### How to Apply

Please submit your application on the form on the MUNers Across Borders [Website](#), we will be taking applications on a rolling basis, and reserve the right to close applications early in case we find a suitable candidate ahead of time.

For any queries please reach out to [philippe@worldmunday.com](mailto:philippe@worldmunday.com)