

HSA-UWC USA is seeking a Director of Legal Affairs

Alexa Sensini

July 15, 2022

HSA-UWC is seeking candidates for Director of the Legal Affairs office. This is a hybrid position, with some hours required in the NYC offices of HSA-UWC each week. It is a full-time position; a flexible schedule is possible to allow an established attorney to maintain clients.

1. **Mission Statement**

The Legal Affairs office seeks to provide legal services to the Church and related entities, enabling the Church to flourish and attain its goals.

The office maintains Church legal records and provides legal advice and oversight.

The office works to protect the status and legal rights of the Church, its Founders, and its members.

1. **3 major priorities**

- Compliance and record-keeping
- Supervision of litigation
- Protecting from/ limiting liability
- Advising on legal aspects of all church activities

1. **Values**

- Unity with God and True Parents
- Integrity
- Professionalism
- Efficiency

1. **Director of Legal Affairs: Job Description**

The Director of Legal Affairs oversees all legal matters relating to HSA-UWC, its assets, subsidiaries, programs, and activities, including the following:

- **Advisor to Church leadership:** Report to and comply with direction from Church leadership and the Board of Directors on all matters relating to the legal affairs of the corporation. Provide advice upon request.
- **Contractual Documentation:** Draft and review, as necessary, all legal documents pertaining to HSA-UWC, its rights, obligations, and contractual commitments including contracts, leases, and insurance documents. Provide or obtain signing on behalf of the corporation.
- **Tax Exempt Status:** Protect HSA-UWC's tax-exempt Church status. Continually maintain education and research to stay abreast of all IRS and regulatory developments relating to nonprofits.
- **Corporate Compliance:** Oversee all filings to comply with HSA-UWC's corporate and nonprofit status to maintain good standing in every state and for property tax and sales tax

exemption purposes.

- Litigation and legal actions: Manage and oversee all litigation and legal actions involving HSA-UWC, its subsidiaries, and its assets, resolving properties related violations, incidents, etc.
- Corporate Records: Maintain corporate records including records of assets, Board of Directors minutes, and those of subsidiaries.
- Corporate Governance: Plan meetings of the Board of Directors together with the Corporate Secretary, maintain records and minutes.
- Related Organizations: Ensure legal compliance by all organizations receiving funding from HSA-UWC. Provide advice and guidance to nonprofits similarly purposed to HSA-UWC such as WFWP, NCARP, UTS, IAYSP, UPF.
- Immigration: Protect the immigration rights of HSA-UWC and its members. Oversee all immigration applications.
- Consultant Hiring and Oversight: Oversee attorneys and legal consultants retained to represent HSA-UWC.
- Advisor to subregions
- Intellectual property: Managing and overseeing Church's intellectual property, e.g. trademark, copyrights.
- Oversee and Manage Legal Affairs Staff: 1 part-time and 1 full-time employee

Qualifications

Licensed Attorney, by the state of New York, California, or New Jersey

Candidates for the Bar with previous leadership experience will be considered.

Candidates with a foreign legal education, with a comprehensive understanding of American law will be considered. (This type of applicant must have the legal status to work in the US).

The position is full-time, and a minimum of 30 hours per week is required for benefits.

To Apply

For questions about the job and/or qualifications, contact Susan Bouachri at hr@unification.org. Allow 1 business day for a reply.

To apply, send a resume to hr@unification.org.