

Legal Contracts Coordinator

Reports to: Chief of Staff

Status: Full-Time, non-exempt

[Momentous Institute](#) and the [Salesmanship Club of Dallas](#) have been dedicated to strengthening the mental health of children, families, and communities for over a century. Each year, our organization supports individuals through innovative mental health services, our nationally recognized [Momentous School](#), and professional training for educators, doctoral students, and professionals who work with children. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

Shared Services plays a vital role in supporting the daily operations and collective strategic goals of Momentous Institute, [THE CJ CUP Byron Nelson](#), and Salesmanship Club of Dallas. These departments include Finance/Accounting, Human Resources, Marketing & Communications, Legal, IT, Building Operations, Community Engagement, and Volunteer Services. By managing these shared functions, Shared Services ensures that all lines of business across the collective organization have the resources, services, relationships and infrastructure needed to operate effectively and to achieve its annual goals. Through expert support and streamlined processes, the Shared Services teams strengthen the foundation that allows our programs and services to thrive.

Role:

The Legal Contracts Coordinator will be responsible for legal contract management support to executive management with special focus on coordinating the process through which all contracts receive proper review, approvals, execution and filing. Understand organizational procedures and precedents, proactive initiative, good organizational and problem-solving skills. Resolve time sensitive issues with a high degree of precision as well as written and oral communication skills. Work closely with Club members, staff, PGA TOUR staff and players, customers, vendors, and visitors.

Responsibilities:

- Organize and monitor the contract execution process for preparation, review, and fulfillment with staff and legal counsel for the Club and its related entities.
- Oversee the editing and review of prepared legal documents, maintain corporate filings and registrations, updating/maintaining Minute Books, drafting letters, document assembly, dealing with mail/courier, file management, correspondence, booking appointments.
- Interface with legal counsel and executive management on issues or matters as required.
- Coordinate with appropriate staff to prepare required documents, waivers and forms for events, event participants, volunteers, and other related matters.
- Ensure compliance with insurance requirements in concert with insurance liaison for various Club- related entities.
- Compose, type, edit, proofread, and distribute correspondence which may be complex or confidential.
- Establish and maintain legal and corporate management system for Club and its related entities including system for notification of renewals, terminations, and other deadlines.
- Coordinate meetings, agendas, schedules, and project timelines.
- Perform other duties as assigned.

Knowledge and Skills:

- Strong organizational and project management skills.
- Excellent written and verbal communication abilities.
- High attention to detail and accuracy.
- Ability to maintain confidentiality and exercise professional judgment.
- Strong customer service orientation and collaborative approach.

- Proficiency in Microsoft Office Suite.
- Proficiency in Adobe.
- Ability to manage multiple priorities and deadlines effectively.

Qualifications:

- Associate or bachelor's degree in business administration, Legal Studies, Public Administration, Paralegal Studies, or related field preferred.
- Three to five years of experience in contract administration, legal support, executive administration, or business operations.
- Experience with contract management systems and document management software is preferred.
- Nonprofit experience preferred.

The ideal candidate will exhibit the following core values:

Collaboration, Commitment, Excellence, Service and Respectfulness

Physical Requirements:

- Requires reaching, carrying, pushing, pulling, and fine motor manipulation of files weighing up to 15 pounds.
- Constantly remaining in a stationary position, often standing, or sitting for prolonged periods.
- Requires fine motor manipulation and ability to read and distinguish files and documents.
- Some local travel to various worksites is required.

Interested:

Applications are currently being accepted, and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Vanessa Sifuentes

Chief of Staff

vsifuentes@salesmanshipclub.org

Momentous Institute/ Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.