

## Paralegal - North America

**Location:** San Francisco

New Forests ([www.newforests.com](http://www.newforests.com)) seeks a qualified candidate for the position of paralegal within our Group Secretariat. The primary responsibility for this newly created role will be supporting the New Forests Inc team to manage best practice governance for members of the New Forests group in North America and the assets managed by New Forests Inc. The role will be part of the group secretariat reporting to the New Forests Group Company Secretary, who is based in Sydney, Australia. The Group Secretariat ultimately reports to the Global General Counsel, also based in Sydney, Australia.

New Forests is a global investment manager of nature-based real assets and natural capital strategies. We manage a diversified portfolio of sustainable timber plantations and conservation areas, carbon and conservation finance projects, agriculture, timber processing and infrastructure. We aim to generate shared prosperity for our clients and the communities in which we operate and accelerate the transition to a sustainable future. Please visit our website as linked to above for more information!

Since our inception in 2005, sustainability and delivering results for our clients has been at the heart of what we do. Because sustainability is in our DNA, we attract individuals who are interested in helping our clients solve problems, and doing so with climate, community and impact in mind.

### What can we offer?

Our environment is busy and supportive, and the team is professional but relaxed. If you join us, you would be joining a growing, fast paced business which is an environmental and sustainable leader in forestry investment. You will also be working with professionals who are passionate about their work!

### Benefits include:

- Short term and long term incentives
- Gender-neutral paid parental leave
- Additional holiday leave and paid volunteer leave
- Additional leave entitlements
- Flexibility around work hours and hybrid work arrangements
- Annual training and development opportunities

### In this role you will be responsible for:

- Management and Investment Committees and their processes within the NF North America Group
- Minute taking and follow up matters from meetings
- Preparation and review of Board and Committee Papers and related processes including timely distribution of papers
- Responsibility for Board and Committee annual calendars (aligning reporting requirements including investor reporting, various statutory reporting requirements globally)
- Filing of statutory returns
- Responsibility for share and other statutory registers
- Progressively set up processes that will result in high performing boards within the entire NF North America group including portfolio boards
- Setting up Board charters

### We are seeking candidates with the following qualifications, experience, and strengths:

- A minimum of 5 years' experience in a corporate law firm
- Ability to communicate and work with all levels of the organisation with a significant level of independence and collaboration
- Ability to understand requirements in constituent documentation in relation to corporate governance requirements especially as applicable to Boards, committees and in a funds management context
- Solid understanding of governance in funds management
- Multi-task focus, with a capability to manage, delegate and ensure the completion of a number of competing tasks and objectives

### New Forests, Inc

150 Spear Street, Suite 1350 San Francisco, CA 94105  
(415) 321-3300 | [www.newforests.com](http://www.newforests.com)

- Excellent attention to detail
- The ability to give and receive constructive feedback in a respectful and effective manner
- Shape a positive performance culture
- Be present, show empathy, connect with values and respond effectively in 1:1 and small group interactions
- Communicate with presence, impact and influence to increase trust and engage stakeholders
- Engage and lead others through change more effectively
- Excellent time management and organisational skills
- An ability to comfortably communicate and interact with independent Board and committee members

Experience with the compliance requirements of Real Estate Investment Trusts would be an advantage

**Applying for this role:**

We pride ourselves on having a supportive New Forests culture that is inclusive to all and we would love to learn how you can bring your unique skills and experience to our business. If you have experience in any of these areas, we encourage you to apply for our roles, even if you only meet some of the criteria.

To apply, please provide your resume and cover letter, explaining your interest and qualifications for the position, in PDF format, to [careers@newforests.com.au](mailto:careers@newforests.com.au)

Phone calls will not be accepted.

New Forests is a Certified B Corp and an Equal Opportunity Employer that values diversity and inclusion. We offer flexible working arrangements to all employees to support their work/life balance.