

Company Secretary Coordinator / Paralegal - North America

Location: San Francisco

New Forests (www.newforests.com) seeks an experienced corporate paralegal for the position of Corporate Secretary / Paralegal to join our global Secretariat.

The Secretariat supports the New Forests' corporate governance program globally. The Group Company Secretary, based in Australia, manages the team with members currently in Australia, New Zealand, Singapore, and this new position in the US.

The primary responsibility of this role will be supporting the Secretariat and particularly the US operations on corporate secretarial and governance matters. This is an exciting and hands on role which will, in addition to the US, involve you in our global business.

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!

In this role you will be responsible for:

- Management of meetings of US Boards and investment committees and related processes within the New Forests Group
- Support for the preparation and review of Board and Committee Papers and related processes including timely distribution of papers
- Minute taking and follow up matters from meetings
- Responsibility for Board and Committee annual calendars (aligning reporting requirements including investor reporting, various statutory reporting requirements globally)
- Filing of statutory &/or other regulatory returns
- Responsibility for share and other registers
- Working with the Group Company Secretary to continually improve processes that will result in high performing boards within the entire NF Group
- Drafting Board charters and proactively supporting Boards in observing requirements in charters
- Drafting and reviewing (with the support of outside counsel as required) constitutional documents
- Monitoring compliance with the requirements of constitutional documents

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

- Minimum of 5 years' experience in a corporate law firm and/or corporate legal department
- Working collaboratively and being part of the global Secretariat
- Excellent written/oral communication skills and attention to detail
- Commitment to embedding NF governance practice throughout the Group
- Confidence in communicating effectively and working with all levels of the organisation including with Board and Committee members
- Ability to understand requirements in constituent documentation in relation to governance requirements especially as applicable to Boards, Committees in a funds management context.
- Understanding of governance in funds management, REITs and related transactions will be beneficial.

New Forests, Inc

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You will:

- be well organised, have a strong attention to detail, able to identify and prioritize tasks and successfully manage multiple projects
- be able to communicate with presence, impact and influence to build trust and engage stakeholders
- be proactive, take initiative, be solutions focussed and process improvement mindset
- be able to give and receive constructive feedback in a respectful and effective manner
- be present, show empathy, connect with values and respond effectively
- be able to engage and lead others through change more effectively

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

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.