



JOB DESCRIPTION

Title: Associate Legal Counsel
Reports To: General Counsel
Office/ Dept: Legal Department
FLSA Status: Exempt-Part time 20-30 hours per week

Function Summary:

The Archdiocese of San Francisco is the umbrella ecclesiastical term for the Roman Catholic Church in the three Bay Area counties of San Francisco, Marin and San Mateo under the ecclesiastical leadership of the Archbishop of San Francisco. It comprises six core corporations which serve approximately 425,000 Catholics and approximately 15,000 students. It operates 93 parishes, 4 high schools, 58 elementary schools, a University Seminary, 4 cemeteries, a retreat center, Catholic Charities and many other ministries, comprising approximately 150 active priests, 95 deacons, religious brothers and sisters, approximately 4000 employees and innumerable volunteers.

The Archdiocesan Legal Office is the central in-house legal resource for the Archdiocese under the supervision of the General Counsel. Through direct representation or mutual service agreements it provides legal counsel and advice on all matters affecting the Archdiocese, including litigation and supervision of outside counsel. It also provides direct advising on operational issues, insurance, real estate, finance, communications, human resources, Catholic schools, government compliance, tax issues, estates and trusts, fund raising and religious freedom. It operates an ongoing program of consultation and education with the various parishes and schools concerning operations, policies and procedures. It is the primary legal resource for the Archdiocesan Office of Child and Youth Protection.

Primary Objective:

The Associate Legal Counsel will assist and report to the General Counsel in all aspects of the legal representation of the Archdiocese and will oversee the annual parish and school consultation program.

Basic Skills & Knowledge

Candidates must have a specific and thorough understanding of the Constitutional, federal and California, laws affecting religious and other nonprofit organizations as well as a general understanding of contracts, real estate, employment, estates, wills and trusts, corporations, insurance and fundraising/tax laws.

Experience:

Ideally, candidates will have experience in some or all of the areas of law described, in an in-house setting or in general outside representation of nonprofit or charitable corporate entities.

The ideal candidate will have specific experience working with Catholic agencies or institutions and must have the demonstrated ability to interact positively and sensitively with a culturally and ethnically wide and varied constituency.

Interpersonal Skills and Understanding of Catholic Church:

Candidates must demonstrate ability to manage deadlines effectively, to field phone calls, emails and questions from various entities that often require quick responses and do so with patience and clarity. Candidates must be practicing Catholics in good standing and must understand the internal culture and organizational structure of the Catholic Church as well as its religious mission. The ideal candidate will have a demonstrated knowledge of and sympathy for the doctrines and teachings of the Roman Catholic Church.

Education / Certifications:

Candidates must possess a Juris Doctor degree from an accredited law school and must be active members of the California Bar Association.

To Apply: Please submit application, resume, cover and at least two letters of reference to:

Christine Escobar
Archdiocese of San Francisco
1 Peter Yorke Way, San Francisco, CA 94109
escobarc@sfarch.org

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.