

Corporate Staff Attorney - REA Energy Cooperative, is seeking a Corporate Staff Attorney. Successful applicant will be working out of our Indiana, Pennsylvania office.

Responsibilities Include, but not limited to:

1. Provides legal support to President & CEO, managers, staff, and Board of Directors.
2. Provides administrative support for the President & CEO, including attending evening Board Meetings, taking minutes at meetings as requested, preparing packets of information, drafting correspondence and articles, creating presentations, etc.
3. Presents and prepares programs and viewpoints on behalf of the Cooperative as needed.
4. Furthers the Cooperative's goals by actively participating in civic, community, and business activities.
5. Develop and interpret all Cooperative Policies, Rules, and Regulations with the assistance of departmental managers and supervisors.
6. Provide legal support to Cooperative subsidiaries.
7. Collaborate and manage external legal counsel of the cooperative, as needed.
8. Interact with members and external stakeholders for legal sensitive issues, such as, easements, past due payments, contracts, etc.
9. Assist in labor related legal issues.
10. Other duties as assigned.

Special Projects

1. Executes special studies, investigations, and research for consideration by the President & CEO.
2. Represents President & CEO on committees and at external and internal functions, as necessary.
3. Research grant and business opportunities from government and non-government agencies.
4. Draft and manage grants, proposals and supporting documents based on the grantor requirements. Ensure timely submission to grant coordinators for approval.
5. Respond to inquiries, maintain records, and submit reports related to submitted grant and proposal opportunities.
6. Other duties as assigned.

Qualifications Include:

1. Must possess the ability to compose correct, clear, and concise written communications.
2. Attention to detail and a high level of accuracy is required.
3. Good organizational skills and the ability to manage multiple tasks simultaneously.
4. Ability to maintain confidentiality.
5. Must be able to work irregular hours when required to meet deadlines.
6. Good judgment and decision-making skills.
7. Ability to work as an equal on teams and in one-on-one situations.
8. Must be team oriented and take any team role as needed.
9. Strong negotiation experience.
10. Must be a self-starter, research oriented, and respectful/humble.

Education: Bachelor's Degree in Business related field, law degree from accredited college or university. Ability to practice law in Pennsylvania.

Experience: 0-7 Years of commercial, business, corporate law experience or general law experience. Experience in grant writing, policy development, contracts, and legal research.

REA Energy Cooperative, Inc. was formed in 1937 to provide reliable electric service at an affordable price for rural residents in Western Pennsylvania. We rely on our employees to provide reliable electric service in the safest manner. We empower our employees to provide a safe-work environment, through training, communication, and Safe Work Practices.

REA Energy Cooperative, Inc. is an equal opportunity employer. We value our employees and recognize that they are one of our greatest assets. REA Energy provides competitive pay, company-sponsored pension program, 401(k) plans with employer contributions, medical and dental insurance programs, and life insurance. To apply, please send resume and cover letter to hrinfo@reaenergy.com or by mail to Human Resources, PO Box ma70, Indiana PA 15701.