



Hershey Trust Company - Paralegal

General Position Summary:

Hershey Trust Company (HTC) is looking for a Paralegal/Member of the Office of the Secretary to join our team. This position has the overall responsibility of serving as Paralegal for Hershey Trust Company, and as a member of the Office of the Secretary, responsible for legal and governance matters tasks and projects. In support of General Counsel, serves as liaison to HTC staff, outside counsel, and consultants, helping to monitor and manage legal matters and outside counsel assignments; assists the General Counsel with ongoing litigation and maintenance of all litigation files, and reviews, revises and finalizes vendor contracts, agreements, confidentiality agreements and other legal and non-legal documents as requested. This position also serves as a member of the Secretary's Office, which serves Hershey Trust Company, Milton Hershey School and The M.S. Hershey Foundation, and provides governance service, including, taking, and maintaining minutes for Board and/or Committee meetings, creating notices of meetings and agenda for meetings, and working to build Board/Committee books. This position handles highly confidential and critical information and is important in setting an example of commitment and dedication to advancing the legacy and vision of Milton and Catherine Hershey.

Principal Accountabilities:

Paralegal:

- Provides paralegal and general assistance to the Senior Vice President and General Counsel regarding insurance, litigation, investigation, audit, regulatory, governance and other legal matters and coordinates same with outside counsel and external constituencies
- Provides paralegal, administrative and contract management support to the Investment and the Real Estate Departments, including review of contractual documents, creation and organization of supporting and ancillary documents, identification of appropriate contract and critical relationship terms, coordination of contracting and legal documents relating to real estate development and transactions.
- Provides legal assistance in the preparation of routine and non-routine contracts, and other legal documents and assists on special projects, as assigned.
- Takes a lead role in records management and retention programs keeping abreast of current regulations and legal requirements working with functional areas to develop subject matter awareness.
- Assists in budgeting/managing the budget for the HTC legal group
- Collaborates and assists in projects/corporate initiatives in support of organizational strategies and goals.

Office of the Secretary:

- Supports the Office of the Secretary in the preparation of Board/Committee related documents most particularly related to matters within the purview of the standing committees of HTC/MHS and The M.S. Hershey Foundation, and from time-to-time ad-hoc committees of these entities.
- Currently serves as liaison for the Audit, Risk and Compliance Committees, the Trust Administration, Finance and Investment Committee, and the Compensation Committee of HTC/MHS assisting with the development of agendas, coordinating the gathering of information and documentation; and responsible for building electronic committee books on the board portal.
- Serves as minute taker for the Committees named above, taking, drafting, and finalizing meeting minutes.
- Functions as an administrator of the Board portal and provides assistance, as required.



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Minimum Qualifications:

Education

- Associate or Bachelor Degree or Certification in Paralegal Studies

Experience

- 5-7 years legal assistant/paralegal practice experience involving a variety of legal tasks of varying degrees of complexity
- Prior experience in working with Boards/Committees

Knowledge, Abilities, and Skills:

- Board and Minute taking experience preferred
- Ability to handle highly confidential and sensitive information in a professional and discreet manner
- BoardVantage or similar Board portal experience preferred
- Highly proficient in the Microsoft suite of office software programs; experience in administration and support of automated systems including database management and compliance support systems
- Professional demeanor, strong interpersonal skills, and excellent judgment
- Creative thinker, problem solver, proven ability to independently manage multiple tasks and projects with competing priorities and deadlines
- Ability to work collaboratively in a professional work environment to effectively deliver results
- Communicate effectively with all levels of employees and outside contacts
- Excellent written and verbal communication skills
- Excellent legal and factual research skills
- Excellent organizational skills, detailed orientated, and time management skills.

About Hershey Trust Company:

The Hershey Trust Company (“HTC”) helps to advance the legacy and vision of Milton and Catherine Hershey in perpetuity through excellence in asset management and trust administration. HTC’s mission is to enable the Milton Hershey School Trust, The M. S. Hershey Foundation and the Hershey Cemetery Perpetual Care Trust to achieve their long-term goals, by serving with excellence as their Trustee and asset manager. As a trusted and valued partner, we work collaboratively among the group of Hershey entities who collectively preserve and advance the Hershey legacy.

Hershey Trust Company is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state or local law. All who believe they meet the stated qualifications of the position are invited to apply.

How to Apply / Contact: Careers@HersheyTrust.com

If you require assistance with the application process, please contact Human Resources at 717-520-1136.