

Job Description

Job Title	Paralegal		
Reports to	General Counsel & SVP, NCHA		
Effective Date	January 1, 2026	Manager of People	No
FLSA Status	Exempt	EEOC Class	2

ABOUT NCHA

The North Carolina Healthcare Association (NCHA) is a state-wide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, and other healthcare services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leveraging the scope and scale associated with a \$20+ million-dollar organization, which is funded by members' dues, grants, and shared services. With the trade association at its core, the association enterprise includes a charitable foundation for innovation and programming, for-profit subsidiary delivering member business solutions, workers' compensation fund, and political action committee.

PURPOSE

The Paralegal will provide essential legal and administrative support to the General Counsel. This role will assist with legal research, document preparation, contract management, organizational policy development and management, and other legal, regulatory, and administrative matters affecting the association and its members and affiliates. The ideal candidate is highly organized, detail-oriented, flexible and possesses or is motivated to rapidly develop a strong understanding of healthcare law and policy, business law, and North Carolina and federal legislative processes.

RESPONSIBILITIES

With the oversight and support of the General Counsel, the Paralegal's key responsibilities include:

Legal Support & Research

- Draft, review, and organize legal documents, including contracts, memoranda, policies, and regulatory filings for the association enterprise.
- Summarize legal issues and prepare briefing materials for the General Counsel.
- Conduct legal research on federal and state healthcare regulations, corporate governance, and policy matters affecting hospitals and health systems and as necessary to support the operations of the association enterprise.

Contract & Document Management

- Assist in contract review, tracking, and management to ensure compliance with association policies and regulatory requirements.
- Maintain organized legal files, agreements, and correspondence, ensuring document accuracy and accessibility.
- Support the General Counsel in the preparation and submission of legal and regulatory filings.

Compliance & Regulatory Support

- Monitor legislative and regulatory developments relevant to healthcare providers and trade associations.
- Assist in ensuring the association's compliance with applicable state and federal laws, including corporate governance and lobbying disclosure requirements.
- Collaborate with the Executive Director of Advocacy and Legislative Counsel on matters related to North Carolina and federal legislative processes.
- Support the coordination of legal and regulatory training for association staff.

Administrative & Operational Support

- Schedule meetings, draft agendas, and prepare minutes for legal and policy-related meetings.
- Coordinate with external legal counsel, including but not limited to member in-house counsel, on specific matters as directed by the General Counsel.
- Provide general administrative support to the General Counsel, including record-keeping.
- Collaborate with administrative professionals and the General Counsel to support association and its affiliates' governance activities.
- Performs other duties as assigned.

MISSION/VISION/VALUES

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships.
- Support the vision for a North Carolina where high-quality healthcare is equitable and accessible for all.
- Demonstrate the association's core values in all relationships, always. Respect. Integrity. Teamwork. Accountability. Perseverance.

INTERNAL RELATIONSHIPS

- Work closely with the General Counsel and other NCHA team members to develop and maintain NCHA legal programs and services.
- Work with all NCHA staff as assigned.

EXTERNAL RELATIONSHIPS

- Develop and maintain good working relationships with outside counsel, NCHA membership, other state hospital associations, and governmental agencies.

REQUIRED-EDUCATION AND EXPERIENCE

- Associate or bachelor's degree in legal studies, paralegal studies, or a related field.
- Paralegal certification from an accredited program preferred.
- Minimum of two (2) years of paralegal or legal assistant experience, preferably in health law, nonprofit organizations or a trade association setting.
- An equivalent combination of education, training, and experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong understanding of legal terminology, contracts, and regulatory frameworks affecting healthcare organizations.
- Proficiency in legal research tools (e.g., Westlaw, LexisNexis) and Microsoft Office Suite.
- Excellent organizational skills, attention to detail, and ability to manage multiple priorities.
- Strong written and verbal communication skills, with the ability to draft clear and concise legal documents.
- Ability to work independently and collaboratively in a fast-paced environment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- This position operates in a professional office or home office environment with occasional travel for meetings, conferences, or other activities.

North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, or other protected status.