



**Part-time Corporate Legal Counsel**  
**Part-Time**  
**Job Description**  
**February 2022**

CCA Group, LLC is seeking to hire an experienced attorney as Corporate Legal Counsel on a part-time basis. The Corporate Legal Counsel position will oversee the corporate contracts function at CCA Group and will be supervised out of the Boston Office, reporting directly to senior management.

This position is expected to work 20 hours per week during normal business hours. CCA Group is flexible with respect to how these hours are structured. There is a preference for the position to be filled by someone who is based in the Boston area, although there is flexibility on work arrangements.

**Corporate Legal Counsel Responsibilities:**

- Negotiate all company contracts, including, but not limited to, confidentiality agreements, consulting agreements, and vendor contracts
- Coordinate review by senior management of significant business and legal issues that arise in contract negotiations
- Limited support to Chief Compliance Officer (CCO) with FINRA and SEC compliance for broker-dealer subsidiary, including staying up to date on compliance issues as they relate to corporate contracts
- Ensure that corporate contracts are filed, documented, and tracked properly
- Communicate to internal stakeholders the steps needed to ensure compliance with contractual obligations
- Support the security, integrity and confidentiality of all data

**Corporate Legal Counsel Qualifications:**

- Must have at least 5 years' experience practicing corporate law, with a preference given to candidates with experience in the renewable energy or project finance industry
- Must be able to work independently and efficiently
- Must be able to negotiate effectively with relationship counterparties
- Must be able to communicate legal and contract issues clearly with both legal and non-legal colleagues
- Must have exceptional organizational skills

This position is part-time with competitive compensation commensurate with the candidate's experience. CCA is an equal opportunity employer and does not discriminate against candidates on the basis of race, ethnicity, religion, sex, gender, sexual orientation, gender identity, disability status, or veteran status.

If you are interested in joining CCA Group as our Corporate Legal Counsel, please send a resume and cover letter to [careers@ccagp.com](mailto:careers@ccagp.com).