

Stealth BioTherapeutics is an innovative biopharmaceutical company committed to bringing patients mitochondrial targeted therapies to treat both common and rare diseases. Driven by a desire to help patients with unmet treatment needs, our team collaborates with well-recognized institutions, physicians and scientists to develop the next generation of therapies focusing on mitochondrial dysfunction in many diseases.

Position Title: Legal Assistant

Position Summary:

This position will support members of Stealth's Legal Department and related sub-functions, with a focus on contracts administration, corporate governance, intellectual property (IP) docketing and administration, and equity administration.

Responsibilities:

- Coordinate among Legal Department team members, internal customers, and external vendors on contract administration matters.
- Maintain contracts database and assist with contracts organization and dissemination. Handle contract terminations and renewals.
- Assist with the compilation of materials for board of directors' meetings.
- Assist with administering the Company's equity programs, ensuring that all equity transactions are accurately documented, processed, and completed within established timeframes.
 - Prepare equity grant paperwork for approval, process new equity grants, and distribute online grant agreements.
 - Assist with maintaining equity administration database.
 - Assist with processing stock option exercises, ensuring accurate and timely tax withholding and reporting in compliance with governing rules and regulations, stock plan documentation, and policies.
- Assist with set-up and maintenance of virtual data rooms. Partner with cross-functional colleagues to update data room with information from various databases and other sources.
- Maintain tracking spreadsheets of external legal expenses and internal subscriptions; assist in the review and processing of external legal bill payments.
- Provide administrative coordination for the Company's Sponsorship Committee.
- Coordinate activities and provide general administrative support for the Legal Team, such as meeting management and department filing.
- Assist IP counsel.
 - Update and maintain the IP docketing systems.
 - Update and maintain lists of domain names, copyrights and trademarks.
 - Coordinate the collection and filing of inventor assignment documents and other intellectual property related paperwork.
 - Assist with the preparation of reports and materials needed for regulatory filings and diligence requests by extracting data from the docketing systems and other IP files.
- Perform other general administrative duties such as processing requests, preparation of letters, etc.

Competencies:

- Excellent communication (verbal, written) and interpersonal skills.
- Ability to work collaboratively with a variety of scientific, clinical, and operational colleagues.
- Strong organizational, administrative, and analytical skills, with the ability to manage and prioritize multiple tasks to meet timelines.
- Strong detail-orientation and proofreading skills.
- Excellent judgment and discretion in responding to requests and managing projects.
- Self-starter and flexible team player with motivation to learn new concepts.

Requirements:

- Associate's or Bachelor's degree; 2 years of related experience supporting a corporate legal department or working in a law firm is preferred.
- Extensive experience using Microsoft Excel, PowerPoint, Word; database management experience and/or experience with intellectual property docketing is also helpful.
- This position is generally remote; however, periodic travel to/from Stealth's corporate office in Needham, MA is expected.