**Employment Attorney - Position Description**

The Employment Attorney, in conjunction with the other members in the Personnel Committee, protects the legal interests of the Personnel Committee and Conference by providing proactive strategies, and when necessary, defending or initiating lawsuits and claims. This position serves as the primary resource on a wide variety of issues related to employment law.

**Essential functions:**

* Ensures all Conference policies and procedures meet the applicable legal and regulatory requirements. Ensures compliance with existing regulatory and contractual obligations, as well as federal and state legal requirements.
* Works in collaboration with Personnel Committee and Conference leaders, as well as staff, to enable the Conference to fulfill all legal responsibilities.
* Acts as a legal advisor to Personnel Committee, attending all Personnel Committee meetings.

**Qualifications:**

* Bachelor’s degree and J.D. from an accredited law school is required.
* Must be qualified to practice law in Texas, by either examination, reciprocity, or registration as an in-house counsel.
* 5-10 years post law school experience is preferred.
* Experience advising an organization preferred.
* Strategic thinker with focus on practical advice and the ability to advise on legal risks within a business context.
* Ability to work independently and as a team member, while using discretion in decision-making and sound judgment in problem-solving.
* Ability to gather and analyze information to quickly formulate a legal analysis and recommendation.
* Effective time management skills and the ability to manage multiple tasks and priorities.
* Member of The United Methodist Church is preferred. Must be willing to uphold the doctrinal and ethical standards of The United Methodist Church as set forth in the Doctrinal Standards in The Book of Discipline and Social Principles.