



GLOBAL ENERGY CHALLENGES. INTELLIGENT LOCAL SOLUTIONS.

<b>Job Title:</b>	<b>PARALEGAL</b>
<b>Location:</b>	Remote/Hybrid (White River Junction or Montpelier)
<b>Reports To:</b>	In-House Corporate Council
<b>Employment Type:</b>	Full Time, Hourly, Non-exempt
<b>Salary:</b>	\$60,000-\$75,000, based on experience

## Role Summary

Norwich Technologies is seeking a Paralegal with overall corporate as well as renewable energy project specific responsibilities. On the project level you will help streamline the details of developing, financing, constructing, and maintaining renewable energy projects. You will route, review and record all necessary documents – including titles, surveys, and financing related documents such as SNDAs. At the corporate level, you will contribute to company goals by maintaining form libraries, drafting documents, conducting due diligence, and coordinating with stakeholders to facilitate the development, acquisition, sale, construction, ongoing ownership, operations and maintenance of renewable energy projects. You will maintain trackers for key dates such as annual tax filings, contract expirations and renewals, project regulatory and compliance filings, and annual corporate entity maintenance and filings.

## Key Responsibilities

### Entity Creation & Maintenance

- Handling entity formations, operating agreements, maintenance, and ownership charts.

### Contract Administration:

- Assisting business teams in managing their core operating documents such as leases, MIPAs, EPC agreements, and O&M Agreements.
- Implementation of document management processes, including the standardization of agreements, and the maintenance of form libraries and templates.
- Develop and maintain tracking systems for key performance requirements across financing, EPC, O&M, land, and offtake agreements, e.g., ensuring compliance with COI obligations, lease notice and payment obligations, and loan reporting obligations.

### Real Estate Management

- Preparing, reviewing, and organizing land control documents like leases, easements, purchase and sales Agreements and options.

### Project Support

- Coordinating closings, drafting documents, and managing permitting and due diligence for solar projects.

## Regulatory Compliance

- Assisting with permitting processes and ensuring adherence to local, state, and federal laws. Interact regularly with the Vermont PUC.
- Identify and implement specific departmental functions that improve the company's positive social and environmental impact. Assist with B Corp recertifications and compliance.

## Required Qualifications & Skills

- 3 – 6 years' experience working as a corporate, real estate, or energy law paralegal at a law firm, or as part of an in-house legal team
- Knowledge: Understanding renewable energy, land use, and title/survey review.

## What We Offer

- Competitive salary and comprehensive benefits package.
- Opportunities for professional growth and development within the renewable energy sector.
- A dynamic, collaborative work environment committed to sustainability and innovation.

## How to Apply

Interested candidates should submit **a cover letter and resume** to [careers@norwicksolar.com](mailto:careers@norwicksolar.com). No phone calls please.

Norwich Technologies is an equal opportunity employer. All qualified applicants will be given due consideration regardless of race, religion, or gender.