LEGAL INTERNSHIP
JOB DESCRIPTION

Company: Multiple Myeloma Research Foundation, Inc. (MMRF), 383 Main Avenue, Norwalk, CT 06851

Title: Legal Intern

Pay: Unpaid

General Description of role: To assist General Counsel in several aspects of day-to-day legal matters.

Day-to-day key tasks:
1. Assist with contract review and execution
2. Review grant terms and complete diligence on potential royalties

Core customers and key relationships: MMRF staff, outside counsel, lawyers at cancer centers and vendors that work with MMRF

Resources to manager:
Systems: Microsoft Office (word, excel, power point), Salesforce, Outlook.

Job Requirements:
- Excellent interpersonal skills, dynamic and team-oriented.
- Hard working, well-organized and detailed oriented.
- Must be able to work independently and manage numerous projects simultaneously under deadline pressure.
- Flexibility and willingness to work on a broad variety of legal matters.