

Senior Paralegal

Description

About Life360 Life360's mission is to keep people close to the ones they love. Our category-leading mobile app and Tile tracking devices empower members to protect the people, pets, and things they care about most with a range of services, including location sharing, safe driver reports, and crash detection with emergency dispatch. Life360 serves approximately 66 million monthly active users (MAU) across more than 150 countries. Life360 delivers peace of mind and enhances everyday family life with seamless coordination for all the moments that matter, big and small. By continuing to innovate and deliver for our customers, we have become a household name and the must-have mobile-based membership for families (and those friends that basically are family). Life360 has more than 500 (and growing!) remote-first employees. For more information, please visit life360.com. Life360 is a Remote First company, which means a remote work environment will be the primary experience for all employees. All positions, unless otherwise specified, can be performed remotely (within the US) regardless of any specified location above. About the Job Life360 is seeking a Sr. Paralegal to assist with Legal operations to help aid company success. The US-based salary range for this position is \$115,000 to \$150,000. We take into consideration an individual's background and experience in determining final salary- therefore, base pay offered may vary considerably depending on geographic location, job-related knowledge, skills, and experience. The compensation package includes a wide range of medical, dental, vision, financial, and other benefits, as well as equity. What You'll Do Define, develop, and implement the Legal team's legal operations strategy and initiatives. Create and manage a legal department reporting dashboard; develop and track other key operations and substantive metrics to improve the operation of the department. Lead the department's efforts to create and refine forms, playbooks, systems, processes, policies, and procedures. Partner with the General Counsel and team members to manage the legal department budget, forecasting, and accruals. Develop and enforce processes and policies to manage outside counsel usage and spending. Support Life360's IP portfolio and brand protection initiatives. Support Life360's law enforcement/legal process response program. Support Life360's privacy programs. Work closely with the General Counsel, plan and facilitate offsite and other team engagement activities. Develop, implement, and promote best practices for knowledge management. Plan for, select, implement, optimize, and maintain legal tech to streamline new or existing processes. Manage special projects as required or requested. What We're Looking For Bachelor's degree or equivalent experience 6+ years of business experience with progressively increasing responsibilities and accomplishments Prior experience managing external counsel budgets and invoicing Prior experience developing playbooks, policies, and process documents Proven ability to use data and data-driven methods to drive better decision making Ability to work effectively and collaboratively within a growing legal team and cross-functionally with members at all levels of the organization Evidence of proactive, efficient, and resourceful project or program management skills Our Benefits Competitive pay and benefits Medical, dental, vision, life and disability insurance plans (100% paid for employees) 401(k) plan with company matching program Mental Wellness Program & Employee Assistance Program (EAP) for mental well being Flexible PTO, 13 company wide days off throughout the year Winter and Summer Week-long Synchronized Company Shutdowns Learning & Development programs Equipment, tools, and reimbursement support for a productive remote environment Free Life360 Platinum Membership for your preferred circle Free Tile Products Life360 Values Our company's mission driven culture is guided by our shared values to create a

Hiring organization

Life360

Job Location

San Mateo, California, United States

Base Salary

\$ 50000 - \$ 100000

Date posted

June 7, 2024

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trusted work environment where you can bring your authentic self to work and make a positive difference. Be a Good Person – We have a team of high integrity people you can trust. Be Direct With Respect – We communicate directly, even when itâ??s hard. Members Before Metrics – We focus on building an exceptional experience for families. High Intensity, High Impact – We do whatever it takes to get the job done. Our Commitment to Diversity We believe that different ideas, perspectives and backgrounds create a stronger and more creative work environment that delivers better results. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and the communities we serve. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their authentic best selves to work. We are an equal opportunity employer and value diversity at Life360. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability status or any legally protected status. We encourage people of all backgrounds to apply. We believe that a diversity of perspectives and experiences create a foundation for the best ideas. Come join us in building something meaningful. Even if you donâ??t meet 100% of the below qualifications, you should still seriously consider applying!

#LI-Remote

Please mention the word ****STEADFASTLY**** and tag RMTA3LjE3OC4yMzEuMjQz when applying to show you read the job post completely (#RMTA3LjE3OC4yMzEuMjQz). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

Contacts

Job listing via [RemoteOK.com](https://www.RemoteOK.com)