

Junior Associate Attorney

Salary Range: \$140,000 - \$160,000 (full-time); Salary prorated for part-time position

Hours: Part-time with the potential to transition to full-time

Start: February 1, 2024

Location: Remote (Orange County, California preferred)

Position Type: Part-time to Full-time

Status: Must be an attorney licensed to practice law in the State of California and in good standing

Who We Are Looking For:

Esse Law is seeking a motivated and dynamic Junior Associate to join our team initially as a part-time employee with the intention to go full-time. This is a unique opportunity to be foundational in contributing to a woman-run firm's meaningful growth goals over the longer term. We are looking for someone who is an entrepreneurial self-starter committed to being a really good lawyer and living a really good life. By that we mean, earn a good living, take pride in your profession, and have quality time to enjoy your personal passions, friends and family. Someone seeking female mentorship is a plus. The ideal candidate will share our commitment to diversity, equity, and inclusion and thrive in an environment that values both sharp technical skills and a deep commitment to humanity and social justice.

Who You Are:

Our ideal candidate (not in any particular order) is ready to work at a smaller firm where they can have a larger footprint, make a significant difference and possesses the following:

- At least two (2) years of experience in corporate transactional work, preferably in the startup and/or VC space
- Admitted to the California Bar and has a JD from an accredited law school
- Strong organizational, interpersonal and communications skills (both written and oral)
- Passion for entrepreneurship and willing to go above and beyond to support client growth trajectory
- Intellectually curious and uses that skill to drive outcomes for the firm and clients
- Able to manage tight deadlines and cope with the occasional stressful moments
- Able to research and deconstruct complicated topics and explain them simply and effectively
- A “people person” who is able to engage with and support clients to ensure satisfaction
- Eager to learn, asks questions and takes constructive feedback well
- Looking to develop a long-term career at our firm.
- A team player who loves to collaborate and can also easily work independently
- Committed to diversity, equity, and inclusion, with a particular focus on empowering marginalized founders, including women and BIPOC
- Committed to making the world a safer, more equitable, more just place
- A really good and kind person
- Ready to work for an organization that has a real sense of a mission and purpose
- Ready to do meaningful work as an engineer for entrepreneurs and investors whose growth and trajectory you can directly impact

This position will start as a part-time role with the intention to ramp up to full-time employment. We are open to discussing flex time to support a healthy work / family life balance. For the foreseeable future, the office will be virtual and for this reason, the ideal candidate has facility with online platforms like Google Workspace, Zoom, DocuSign, DropBox, etc.

The Work: Junior associate able to support and assist senior attorneys on general counsel work, including contracts, corporate compliance, financings, and mergers and acquisitions.

- Draft and review legal documents, including contracts, letter agreements, and other documents related to debt and equity financings
- Prepare and maintain capitalization tables and pro formas for financings, including facility with Excel, organizing calculations and data, and comfortable with math
- Conduct legal research on various topics and provide legal analysis and recommendations to clients
- Collaborate with attorneys and clients to develop legal strategies and solutions related to debt and equity financings
- Provide support for corporate transactions, including mergers and acquisitions, financings, and corporate governance matters
- Maintain and update legal files and documents, including capitalization tables, share certificates and securities filings in concert with paralegal staff

About the Founder and Firm:

[Shaheen Sheik-Sadhal](#), founder of Esse Law, embodies a unique fusion of passion and legal expertise. Her early commitment to justice led her to a law career, but a detour into the music business shaped her multifaceted approach. Returning to law in 2005, Shaheen founded Esse Law in 2007, a one-stop shop supporting startups. With over 17 years of experience, she has left an indelible mark on founders' successes in diverse industries, from tech to biopharma to social enterprises.

Esse Law is a boutique law firm providing strategic legal advice to sophisticated serial entrepreneurs, startups, growth companies, and venture capitalists. We specialize in corporate law, intellectual property, and debt and equity financings and make corporate law hustle as hard as our entrepreneurs. From inception to exit, we guide, strategize with, and propel entrepreneurs and the investors that power their engines.

At Esse Law, we value diversity, equity, and inclusion, and are committed to empowering marginalized founders, including women and BIPOC. We believe that our clients' success is tied to our commitment to these values, and we are looking for a Junior Associate who shares our commitment.

Compensation and Billable Hour Requirement:

We offer a competitive salary, bonus potential, and benefits package, including health insurance, paid time off, and opportunities for professional development and growth.

The salary range for full-time employment is \$140,000-\$160,000, depending on experience and qualifications. Full-time associates are expected to bill 1,500 hours annually. You can anticipate a pro-ration for part-time work, including compensation and annual billable hours expectation.

To Apply:

Please fill out the application form [here](#). We encourage applicants from diverse backgrounds to apply. While this role is remote, candidates who are located in Orange County, California are preferred. We welcome applications from working parents and are committed to supporting work-life balance.