



Paralegal

Location: Headquartered near Pittsburgh, PA – Hybrid/In-Office

Job Type: Full Time

Reports To: General Counsel

About Vision RNG:

Vision RNG (VRNG) is a private equity-backed renewable natural gas (RNG) and renewable power infrastructure developer. The team is comprised of seasoned professionals with decades of experience across the natural gas and waste management industries. Combining proven landfill gas technologies with processes widely used in the conventional natural gas sector, Vision RNG provides unique and differentiated solutions to develop, execute, and operate waste-to-energy projects in the U.S.

Position:

Vision RNG is seeking a highly skilled and detail-oriented Paralegal to join our team. As a Paralegal, you will play a vital role in supporting our legal department in various aspects of RNG operations. You will be responsible for assisting our team in legal research, document preparation, contract management, and compliance tasks.

Description:

- Research and analyze statutes, regulations, legal articles, judicial decisions, and other legal sources; provide written analysis to attorneys.
- Prepare, draft, review and edit legal documents. Ensure accuracy and compliance with applicable laws and regulations.
- Assist in the management of contracts and agreements, including organizing, tracking, and maintaining contract databases. Monitor contract deadlines and renewals.
- Support legal team in ensuring compliance with environmental regulations and permits specific to the RNG sector.
- Communicate with internal and external parties to gather information, coordinate document exchanges, facilitate legal processes.
- Provide administrative support to the legal department.
- Assist in due diligence processes related to mergers, acquisitions, and other business transactions.

Requirements:

- Degree in Paralegal Studies or a related field preferred. Paralegal certification is a plus.
- 2-4 years of related experience.
- Proven experience as a paralegal in a legal department or law firm, preferably with exposure to environmental or energy law.
- Strong understanding of legal terminology, concepts, and procedures. Familiarity with RNG regulations is a plus.
- Proficiency in document management and Microsoft Office Suite.
- Excellent written and verbal communications skills.
- Strong organization and time management skills to handle multiple tasks and deadlines.
- High ethical standards and the ability to maintain confidentiality.

Compensation:

Competitive and commensurate with qualifications and experience to include Base Salary + bonus + Incentive Equity + benefit program.

724-760-7413

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