



Evofem Biosciences, Inc., (NASDAQ: EVFM) is a commercial-stage biopharmaceutical company committed to developing and commercializing innovative products to address unmet needs in women's sexual and reproductive health. Evofem Biosciences aims to advance the lives of women by developing innovative solutions, such as woman-controlled contraception and potential protection from certain sexually transmitted infections (STIs). The Company's first commercial product, Phexxi™ (lactic acid, citric acid and potassium bitartrate), is approved in the United States for the prevention of pregnancy. The Company is advancing EVO100 for the prevention of urogenital transmission of both *Chlamydia trachomatis* infection (chlamydia) and *Neisseria gonorrhoeae* infection (gonorrhea) in women.

We are a growing team based in San Diego, CA. Our sole purpose is also our soul purpose: to improve the lives of women. We are committed to discovering and developing innovative healthcare solutions that put women first.

## **Senior Corporate Paralegal**

### **Job Summary:**

The Senior Corporate Paralegal will assist the company's legal department with a variety of facets of general corporate, corporate governance, corporate and financing transactions, licensing, intellectual property, securities, compliance and contract law as well as establishing and maintaining corporate policies and procedures. Much of the Paralegal's time will be spent carrying out a variety of tasks in a fast-paced environment, such as creating and maintaining contract and corporate filing systems, reviewing and preparing contracts (and NDAs), reviewing documents, and providing legal assistance, liaise with Board, outside counsel and others.

### **Job Responsibilities:**

- Manage the priorities of the General Counsel, Deputy General Counsel and legal group/function as a whole to be sure all matters are being addressed in a timely fashion among competing and shifting priorities.
- Assist with the preparation and underlying needs relating to Securities and Exchange Commission reports and the NASDAQ securities exchange, including reports on SEC Forms 10-K, 10-Q, and 8-K and exhibits to such reports, annual proxy statements, and securities transaction filings for directors and executive officers of the company.

- Assist with preparations of materials, exhibits, minutes, agenda for Board/Committee meetings; draft/review minutes; coordinate all follow-up and matters relating to such meetings.
- Assist with corporate and Board governance matters.
- Coordinate and assist with major financing and corporate transactions of all types, including diligence matters and document management and follow up.
- Organize schedules and follow up on legal department matters to ensure deadlines are met and follow up is performed on a timely basis.
- Assist with pending and threatened litigation matters and dispute resolution.
- Assist with Board and legal aspects of Equity grants (compensation and board actions and consents) and insider trading policy and Section 16 trading requirements, including 10b5-1 plans.
- Prepare filings, resolutions and other corporate documents annual corporate governance requirements as assigned by supervising counsel, including filing annual reports, preparing Board and shareholder resolutions, and preparing board minutes.
- Compile and maintain minute books, as well as comprehensive corporate documents for the company and its subsidiaries as well as preparation of consents and filings.
- Assist in the drafting and/or review of legal contracts and transactional documents, vendor contracts, confidentiality agreements, wholesaler and distribution agreements, purchase agreements, and manufacturing agreements.
- Enter and manage contracts in the contract management system, including docketing renewal dates, expiration dates, and other time sensitive contractual requirements.
- Organize and maintain important legal department documents in a digital central filing system to ensure prompt retrieval upon demand.
- Complete projects and special assignments, as needed, with limited supervision.
- Support legal counsel with maintaining, updating, and enforcing certain internal policies administered by the law department, including the company's Insider Trading and other corporate policies.
- Work with finance/accounting, clinical, R&D and other departments cross-functionally on a variety of different issues.
- Work collaboratively and efficiently in a fast-paced, team-oriented environment on sophisticated corporate/manufacturing legal matters.
- Organize and maintain legal files, both in hard copy and electronic formats.
- Work autonomously and exercise appropriate time management to respond to shifting demands, and present a positive, professional image with colleagues, clients, and vendors.
- Contribute to organizational, process, and procedural review and changes to increase departmental efficiency.
- Work with in-house and outside attorneys, Compliance and other business functions to ensure that templates are in compliance with legal requirements and best practices.

- Perform certain legal research as needed.
- Performs other related duties as required and assigned.

**Competencies:**

- Strong organizational skills attention to detail.
- Knowledge of and experience with legal operations systems including contract management, equity administration (eTrade) and SEC compliance.
- Must seek to proactively address the matters relating to every task.
- Must have a commitment to following through on all tasks.
- Experience with managing the priorities of a legal department.
- Strong time management skills.
- Ability to handle multiple priorities simultaneously in a fast-paced environment.
- Ability to work independently.
- Strong interpersonal, communication and writing skills.
- Team-oriented mindset and strong work ethic.
- Sound judgment and problem-solving abilities.
- Ability to analyze complex information requests.
- Ability to effectively collaborate in a dynamic environment.

**Education and Qualifications:**

- 7+ years of paralegal experience with a public company, required. Biotech, pharmaceutical, life science company experience highly preferred.
- Bachelor's Degree in related field preferred.
- Paralegal certificate preferred.
- Stock plan administration experience required.
- Experience drafting and redlining contracts and agreements.
- Experience with contract management using commercial contract management software.
- Prior SEC filing, Nasdaq and/or corporate governance experience required.
- Working knowledge of Adobe Sign and/or any e-signature software preferred.
- Advanced knowledge of Microsoft Office including MS Word, MS PowerPoint and MS Excel (spreadsheets, word processing, graphics, etc.).

**Travel:** Minimal

*Evofem Biosciences provides a competitive salary and generous benefits package including medical, dental, vision coverage, 401k, paid vacation and Holidays.*

*Evofem Biosciences is an Equal Opportunity Employer*

*\*No agencies please\**