



Position Title:	Legal Co-op
Department:	Legal
Hiring Manager:	Associate Director, Legal Counsel

Our vision is a world where science, passion, and compassion create better todays and more tomorrows.

Overview of Astria:

Astria Therapeutics is a clinical-stage biotech company with a dedicated and passionate team who are devoted to bringing life-changing therapies to patients impacted by rare and niche allergic and immunological diseases.

Overview of Role:

The legal co-op will report to the Associate Director, Legal Counsel and work with the Legal Department as a whole, as well as other members of the business, to provide assistance to the organization.

Responsibilities:

- Perform legal research as needed
- Support/lead research and legal administration projects as requested
- Review and help organize contracts and other legal or business documents (electronically and in tangible form)
- Draft, review, and edit contracts and other legal or business documents
- Assist in implementing/improving various internal processes within the organization, including the contract management process
- Support the Legal, Quality and Regulatory teams as needed
- Support the Legal team with special projects as needed

Qualifications:

- 2L/3L preferred
- Demonstrate a commitment to work collaboratively
- Energetic, proactive, self-starter who thrives in a dynamic and fast paced environment
- Fast learner and enthusiastic team player with ability to work independently on assignments
- Diligent, organized and detail oriented
- Strong written and comprehension skills
- Have significant familiarity with Microsoft Office programs such as Word, Excel, Teams, and PowerPoint. SharePoint and Smartsheet experience a plus

- Experience in a corporate environment preferred, experience in corporate biotech environment a plus.
- Availability to work on site at our downtown Boston office two to three days a week