



Position Title:	Legal Intern/Co-Op
Department:	Legal
Hiring Manager	Stephanie Nowack, Associate Director, Corporate Counsel

We are a team of experts from multiple disciplines who have come together driven to bring hope and life-changing therapies to patients and their families.

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 intern will report to Stephanie Nowack and work with all members of the Legal department, as well as other business partners company-wide to provide assistance on various legal related tasks for the organization.

Responsibilities:

- Administrative support of contracts lifecycle management system
- Draft, review, and edit contracts and other legal or business documents
 - (CDAs, Amendments, and other agreements as appropriate)
- Perform legal research as needed
- Support/lead research and legal admin projects as requested
- Retention and organization of contracts and other legal or business documents (electronically and in tangible form)
- Support the Legal, Quality and Regulatory teams as needed
- Support the Legal team with special projects as needed

Qualifications:

- 2L/3L preferred
- Fast learner and enthusiastic team player that demonstrates a strong ability to work independently or collaboratively on assignments
- Strong organization and communication skills
- Goal-oriented/Task-driven
- Energetic, proactive, self-starter who thrives in a dynamic and fast paced environment
- Diligent and detail oriented
- Strong written and comprehension skills
- Proficiency with DocuSign and Microsoft Office programs such as Word, Excel, Teams, and PowerPoint. Familiarity with SharePoint and Smartsheet 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

Compensation: \$25/hr

Astria's Commitment:

At Astria, we are committed to building a diverse team where every Astrian is empowered to bring their authentic self to work. We embrace a patient-first, people-always culture in which all Astrians and our collaborators have a sense of belonging and receive the support they need to thrive. We invest in our people through our words, our actions, and our values. We are working to develop and implement initiatives that promote diversity, equity, and inclusion throughout the organization and foster a culture of openness, respect, and collaboration, where all voices are heard, and everyone is valued for their unique perspectives and contribution.

People are our greatest asset, and only with a diverse team can Astria shine brighter. Together we can bring our passion and compassion to the work of delivering life-changing therapies to patients, families and communities.