



Job Description

Title: Paralegal	Reports to: SVP, Chief Legal Officer & Corporate Secretary
Status: Full Time	Location: Hybrid; Lead, SD
FLSA: Exempt	Updated: 3/31/2025

Position Summary:

The Paralegal provides legal, administrative, and governance support to the SVP, Chief Legal Officer of Dakota Gold Corp. This role is responsible for supporting board-related activities, preparing and maintaining legal documentation, and assisting with corporate communications and governance processes. This position requires exceptional professionalism, discretion, and attention to detail in a confidential environment.

Essential Functions:

Legal Support and Documentation

- Prepare, review, and process legal correspondence, reports, presentations, and other corporate documents with accuracy and attention to detail.
- Maintain organized and accurate legal files, records and documentation in accordance with Company standards.
- Assist with the preparation of regulatory filings and provide support for regulatory matters.
- Prepare and maintain corporate templates for contracting purposes.
- Assist in drafting and formatting legal corporate materials as directed.
- Perform preliminary reviews of contracts including but not limited to service agreements, land rights records, non-disclosure agreements, etc.

Board and Governance Support

- Coordinate logistics for board meetings and board-related activities.
- Prepare and distribute board materials, ensuring accuracy and timeliness.
- Maintain records of board documentation and corporate governance files.
- Assist with tracking action items and follow-up from board and committee meetings.
- Manage the review cycle and revision processes for corporate policies.

Executive and Stakeholder Communications

- Serve as a liaison between the SVP, Chief Legal Officer and internal and external stakeholders to ensure timely communication and follow-up.
- Support communications related to legal, governance, and corporate matters.
- Respond professionally to incoming calls, emails, and correspondence as directed.

Meeting and Event Coordination

- Coordinate logistics for board meetings, investor events, and corporate governance related activities.
- Support meeting setup, including preparation of meeting agendas, board packets and minutes, and coordination of virtual meeting platforms.



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- Distribute accurate and timely communications related to meetings and events.

Compliance and Records Management

- Maintain confidentiality and ensure compliance with data security and document retention standards.
- Support document management processes, including filing, version control, and recordkeeping.
- Assist with ensuring corporate records are complete, current, and properly maintained.

Key Competencies

- **Professionalism and Integrity:** Demonstrates sound judgment, discretion, and reliability when handling confidential and sensitive legal information.
- **Organizational Excellence:** Strong ability to prioritize tasks, manage multiple deadlines, and maintain accuracy under pressure.
- **Communication Skills:** Exceptional written and verbal communication abilities; professional and diplomatic interpersonal style.
- **Attention to Detail:** Ensures precision in legal documentation, proofreading, and data management.
- **Technical Proficiency:** Advanced use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and document management systems.
- **Adaptability:** Flexible and resourceful in managing shifting priorities in a dynamic corporate environment.
- **Collaboration:** Works effectively with cross-functional teams, Board members, and external partners.

Training and Experience Required:

- **Education:** Bachelor's degree or Paralegal certification preferred.
- **Experience:** Minimum of three (3) to five (5) years of experience in a paralegal, legal administrative, or corporate governance support role.
- **Industry Experience:** Prior experience in mining, natural resources, energy, or other industrial sectors is strongly preferred.
- **Technical Skills:**
 - Advanced proficiency in Microsoft Office Suite and collaboration tools.
 - Strong organizational and communication skills.

Physical Demands/Work Environment



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- **Work Setting:** Primarily office-based within the corporate headquarters, with occasional travel to exploration worksites or off-site meetings as required.
- **Physical Requirements:**
 - Ability to sit for extended periods using a computer and other standard office equipment.
 - Prolonged periods of sitting at a desk and working on a computer.
 - Regular use of hands and fingers to operate office equipment, calculators, and computer keyboards.
 - Occasional lifting of files or materials up to 10 pounds.
 - Dexterity and visual acuity to handle document preparation and electronic filing.
 - Occasional standing, walking, bending, or reaching to access office materials.
- **Work Hours:** Standard business hours with flexibility for extended hours during Board cycles, reporting deadlines, event attendance, or special projects.
- **Environment:**
 - Professional office environment with frequent interaction across departments and standard business hours.
 - Frequent interaction with team members, management, and other departments.
 - May experience moderate noise levels from office equipment and conversations.
 - Consistent adherence to confidentiality and data security standards.