HelpMeSee

Job Description
Privacy, Compliance & Contracts Counsel
Reporting to: General Counsel

THE HELPMESEE MISSION
HelpMeSee is comprised of a global Innovation & Technology workforce, including 80+ subject matter experts and talented technology solution providers, and we are looking for passionate, talented individuals to join our team.

HelpMeSee is committed to ending preventable cataract blindness worldwide. Today, 100 million live with cataract blindness and visual impairment due to cataract. Why? Because there are simply not enough specialists to perform cataract surgery. A surgery that can restore sight and restore lives to the 100 million people in need.

At HelpMeSee, we have the technology to educate surgeons. The most life-like high fidelity virtual eye surgery simulator available – the only one of its kind. We have the training. An instructor-led simulation-based program that teaches eye doctors cataract surgery. We are working with premier global partners. The very best leading educational institutions around the world, training the next great surgeons.

At HelpMeSee, surgical eyecare simulation-based training is what we do. Helping people to see again is why. Come join our team and use your gifts and talents to make a difference every day!

THE OPPORTUNITY
Seeking counsel with expertise in contract negotiation, operationalizing data privacy regulations, and supporting varying business needs. While privacy will be a core aspect of your day-to-day responsibilities, other legal and compliance work is included with this role. For example, this role would also support contracts, regulatory, policy, audit, and security incidents, as needed. You work well in a fast-paced, challenging environment as part of a dynamic team of professionals and have the ability to communicate effectively in group settings and before senior management. You will report to Help Me See’s General Counsel.

PRIMARY ROLES/RESPONSIBILITIES
- Work collaboratively and effectively with stakeholders across the Help Me See enterprise
- Develop and maintain a privacy framework that ensures compliance with applicable domestic and international privacy laws along with best practices
- Partner with the business teams globally to ensure appropriate data protection provisions are incorporated into vendor, partner, and merchant agreements
- Provide privacy advice to product and engineering throughout the development lifecycle to minimize legal risks, respect consumer privacy, and advance business goals
• Synthesize input from outside counsel, your own research, and feedback from internal stakeholders to provide practical guidance applicable to the teams you advise
• Assist in communication and rollout of regulatory compliance initiatives across the Help Me See entities
• Provide privacy-by-design consultation at early development stage for new products and/or uses of personal data to ensure data governance and policy compliance
• Maintain up-to-date internal and external privacy policies
• Assess new business processes for privacy impact; draft risk assessments
• Provide legal and privacy guidance on customer and vendor due diligence questionnaires.
• Negotiate data processing agreements and other data-related contract provisions
• Maintain and update internal and external privacy policies
• Conduct internal training for business teams on data privacy rules and policies
• Support privacy incident response investigations and remediation
• Develop and implement privacy related processes and controls within the organization
• Provide support to Help Me See’s legal team in the negotiation of contracts
• Anticipate problems and initiate actions to ensure issues are addressed efficiently
• Provide legal support for procurement and various business units regarding negotiation of vendor agreements
• Maintain and revise corporate policies as needed
• Support the corporate compliance training program

MINIMUM QUALIFICATIONS
• J.D. from an accredited U.S. law school
• Licensed and qualified to practice law in at least one state in the United States.
• CIPP certification
• Minimum 4 years post-qualification legal experience in-house, private practice or a combination of both, with at least 2 years of experience in data privacy
• Experience working with not for profit organizations preferred
• Proven experience and ability to understand and apply data privacy and information security knowledge to a corporate data privacy program with global operations
• Up-to-date knowledge of data protection laws, including CCPA, GDPR, PIPL, CAN-SPAM, US State privacy laws
• Clear and concise written and oral communication and presentation skills
• Strong contract drafting and negotiation skills with attention to detail
• Flexibility to work in different time zones for meetings with the business teams in India and China
• Ability to build collaborative relationships and drive successful results across functional disciplines and across business types and regions around the world
• Team-oriented style, with flexibility to adopt direction and move forward independently with minimal supervision
• Responsive and able to perform well under tight deadlines and thrive in a fast-paced environment
- Proficiency in Microsoft Office tools, Sharepoint, Powerpoint, Adobe Acrobat, Excel.
- Experience using an enterprise data privacy platform (OneTrust preferred).
- Position will be primarily remote, with some occasional travel required.
- Must have legal right to work in the U.S.

The duties and responsibilities of this position may be altered or changed by HelpMeSee at any time, to best serve HelpMeSee’s goals, interests, and needs.

**How to Apply**
Please email cover letter, online portfolio link (small size email attachments if no link is available) and resume to jobs@helpmesee.org with the email subject heading as follows: **Privacy, Compliance & Contracts Counsel**

Location: WFH (Remote)

*Candidates should be legally authorized to work in the U.S.

HelpMeSee, Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sex (including pregnancy), sexual orientation, national origin, genetic information, disability, age, veteran status or any other status protected by law. HelpMeSee, Inc. will not tolerate discrimination or harassment based on any of these characteristics.