



Position Title: Corporate Counsel

Reports To: General Counsel

Unite Private Networks (UPN) provides high-bandwidth, fiber-based communications networks and services to schools, governments, carriers, data centers, hospitals, and enterprise business customers across a 20 state service area. Service offerings include dark and lit fiber, private line, metro-optical Ethernet, Internet access, data center services, and other customized solutions. Headquartered in Kansas City, MO, UPN has been providing customer focused communications solutions since 1998. For more information on UPN, please visit

www.uniteprivatenetworks.com.

Position Summary: The Corporate Counsel will be responsible for the negotiation, drafting, review, and administration of legal agreements including customer contracts and vendor contracts. The successful candidate will have some exposure to regulatory and compliance issues (including Secretary of State and Public Utilities Commission filings), but will primarily focus on the aspects of UPN's enterprise business. The position will also populate and revise various agreement templates and address escalated legal issues. The Corporate Counsel will be responsible for understanding and ensuring contractual compliance with executed contracts, letter agreements, Master Service Agreements, and Asset Purchase Agreements, including but not limited to the development of contract summaries and conducting training for various departments regarding the company's legal obligations under those agreements.

Responsibilities:

- Develop a thorough knowledge of the telecommunications industry, UPN's services, and the laws that govern those services;
- Maintain knowledge of all applicable contracts and regularly communicate internally, or with customers, regarding contractual rights and obligations;
- Populate, negotiate, and finalize a multitude of contracts, including: dark fiber, lit fiber, and indefeasible rights of use agreements, purchasing contracts, non-disclosure agreements, contractor agreements, government contracts, and property contracts;
- Inform customers and internal teams of contract statuses, procedural requirements, and changes that impact the business relationship;
- Coordinate with General Counsel to set goals and objectives for continuous improvement in processes;
- Work closely with Operations, Construction, and Finance to ensure the continuous and expeditious resolution of issues that delay contract processing;
- Identify risks of the company and communicate with UPN's internal departments regarding how to preempt those risks.

Requirements:

- Can quickly learn all aspects of a business and be able to provide effective legal counsel based on that knowledge;
- Possesses and displays an entrepreneurial/self-starting mentality;
- Excellent planning skills and can effectively identify and manage priorities for yourself and a team to meet business requirements and deadlines in a dynamic and fast-paced environment;
- Displays excellent strategic and problem solving skills to effectively influence decision-making in key negotiations;

- Works well independently as well as with others, and understands when each is necessary;
- Desires to be creative, especially when there are no current solutions in place for a given problem;
- Demonstrates understanding of current law and policy as it relates to all relevant industries, including but not limited to Telecommunications law, contract rules and regulations, and licensing in telecom leasing context;
- Utilizes knowledge of the industry trends and regulatory guidelines to successfully negotiate contractual agreements and gain contract negotiation proficiency;
- Excellent attention to detail in the preparation and drafting of legal agreements;
- Legal expertise and experience to make sound business decisions;
- Excellent written and oral communication skills across a broad spectrum of attorney and non-attorney recipients including all levels within the organization and external property owners and customers;
- Strong computer skills including Microsoft Outlook, Microsoft Word, and Microsoft Excel;
- Basic understanding of finance and accounting principles and ability to generally apply those principles in a legal setting.

Education and Experience:

- Juris Doctor and license to practice law (any state) required;
- One year of relevant legal experience;
- Experience working with contract/license drafting and negotiation strongly preferred;
- Experience with property law and corporate transactions preferred.

For more information and to submit a resume and cover letter, please email careers@upnfiber.com.