



Jon D. Doolittle
President and CEO
4712 Country Club Dr.
Jefferson City, MO 65109

***** JOB OPENING NOTICE *****

Open: March 4, 2026

Paralegal

At the Missouri Hospital Association (MHA), our mission is to shape an evolving environment that helps our members thrive and fulfill their current and future missions. We are seeking a detail-oriented and highly organized Paralegal to support our Office of Legal Affairs. The ideal candidate will bring strong administrative, communication and technical skills to assist with contract management, legal document preparation and daily office operations.

A high school diploma is required, along with additional paralegal education or experience. The ideal candidate will have at least three years of secretarial or legal office experience, preferably involving contract review, drafting, or interpretation. Strong knowledge of legal terminology, excellent written and verbal communication skills, and the ability to analyze issues effectively are essential. Proficiency with Microsoft Outlook, Word, Excel, PowerPoint, Adobe applications (including InDesign), and scanning software is required, along with the ability to prepare accurate correspondence and reports. Candidates must demonstrate sound judgment in handling confidential information, strong problem-solving skills, and the ability to work independently under deadlines. Exceptional organizational skills, professionalism, and the ability to manage diverse tasks while interacting courteously with staff and visitors are key to success in this role. Occasional travel may be required.

MHA is an equal opportunity employer with a drug and smoke-free work environment. MHA participates in the E-Verify Program. Submit resume and salary requirements to Human Resources, 4712 Country Club Drive, Jefferson City, MO 65109 or email to humanresources@mohospitals.org.