

## **CONTRACT STAFFING OPPORTUNITY**

### **COMMITTEE STAFF ASSISTANT for the Maine Citizen Trade Policy Commission**

September 20, 2011

The Maine Citizen Trade Policy Commission (the "Commission"), established in Title 10, section 11 of the Maine Revised Statutes, is seeking to contract with a qualified individual to provide part-time staff support to the Commission from Dec. 1, 2011 to June 30, 2012. Depending upon funding, extension of the contract may be possible. The Commission is established to assess and monitor the legal and economic impacts of trade agreements on working conditions and the business environment; to provide a mechanism for citizens and Legislators to voice their concerns and recommendations; and to make policy recommendations designed to protect Maine's jobs, business environment and laws from any negative impact of trade agreements.

The Contract Staff will work in a nonpartisan manner under contract with the Legislative Council of the 125<sup>th</sup> Maine Legislature. The Contract Staff will work at the direction of the Co-Chairs of the Commission. Some weeks may require little time, while other weeks may require 10 or more hours, depending on the needs of the Commission. Some in-state travel and evening work will be required. Duties of the Contract Staff will include, but are not limited to, Commission meeting planning, coordinating and attending monthly meetings of the Commission, responding to information requests from Commission members and members of the public, keeping minutes of all Commission meetings, and ensuring that all meetings and communications of the Commission are in accordance with Maine's Freedom of Access Laws. Requirements: excellent organizational skills, excellent written and oral communication skills, and access to a laptop computer equipped with Microsoft Office on which the Commission's business may be conducted. Knowledge of international trade agreements and related proceedings is helpful.

Compensation is negotiable depending on experience, but total compensation will not exceed \$1,500 per month.

Interested candidates should send a cover letter, resume, three references and hourly compensation requirements by 5 p.m. on Friday, October 7, 2011 to:

Jon Clark, Acting Director  
Office of Policy and Legal Analysis  
215 Cross Building  
13 State House Station  
Augusta, ME 04333-0013  
Phone: (207) 287-1670  
Fax: (207) 287-1275  
E-mail: [jon.clark@legislature.maine.gov](mailto:jon.clark@legislature.maine.gov)