



The Public Affairs Research Council of Louisiana

August 2018

PAR Seeks Project Research Assistant

OVERVIEW OF POSITION

PAR is seeking a temporary part-time research assistant to support the PAR research team and an advisory council in carrying out PAR's Louisiana Constitution Project. PAR will be working over the next nine months to develop guiding principles and recommendations for a revised Louisiana Constitution. The weekly time commitment may vary but individuals should plan to work approximately 15-20 hours/week. The individual should be able to begin as soon as possible and work through June 2019.

JOB FUNCTION AND RESPONSIBILITIES

- Conduct research on relevant sections and provisions of the Louisiana Constitution;
- Draft materials summarizing relevant research, advisory council recommendations and other information;
- Gather, analyze and synthesize information and data from outside sources, including State agencies;
- Prepare materials for advisory council meetings and meetings with other key stakeholders;
- Attend monthly advisory council meetings and other additional meetings with key stakeholders;
- Participate in weekly telephonic and/or in-person meetings with the project team;
- Support advisory council, PAR staff and Project Manager as necessary

SKILLS & QUALIFICATIONS

- Undergraduate degree required;
- Law or other graduate degree or progress towards degree preferred;
- At least a general familiarity with the structure and functions of State government;
- Strong research and writing skills;
- Attention to detail;
- Strong communication skills;
- Interest in public policy and/or state government
- Familiarity with state public policy issues

COMPENSATION

Compensation is based on level of experience and qualifications.

If interested, send a resume as soon as possible to PAR Policy Director Steven Procopio at steven@parlouisiana.org

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*PAR is an independent voice offering solutions to crucial issues for the betterment of Louisiana through accurate, objective research and focusing public attention on those solutions. Founded in 1950, PAR is a 501(c)3 nonprofit, independent public policy research organization with a statewide scope of impact. PAR has Board of Directors members, organization members and donors throughout Louisiana. Its office is in downtown Baton Rouge.*

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