



International Association of Industrial Accident Boards and Commissions

Legal Researcher

Start: Flexible

Salary: \$20.00/hour

Hours: 10-15 hours/week; limited term (*3-4 months/possibility of extension*)

The IAIABC, an international trade association, is hiring a Legal Analyst to join its small but dynamic team. The Legal Researcher will conduct legal research and develop comparative policy tables for the IAIABC membership.

Some of the Legal Researcher's responsibilities will include:

- Conduct legal research and gather related legal information on jurisdictional occupational safety and workers' compensation laws.
- Decipher laws, rulings, and regulations in legal documents.
- Correspond with jurisdictional staff to confirm understanding and interpretation of statutes, rules, and administrative procedures.
- Maintain and update database based on research and analysis.
- Coordinate with Advisory Council and staff to identify research priorities and data elements to be collected.
- Comply with data governance policies and procedures.

The Legal Researcher will work closely with IAIABC staff and a volunteer committee to complete assigned tasks.

The ideal candidate will work well with diverse groups of people and have excellent research capabilities, organizational skills, high attention to detail, effective time management, and strong written and verbal communication skills.

Education: Bachelor's degree in humanities, communications, pre-law, or related.

Desirable Skills and Experience: Familiarity with public policy and legal research essential. Experience with non-profits or associations a plus. *An equivalent combination of education and experience may be considered.*

Salary and Benefits: This position offers a \$20 hourly rate and is for a limited term in 2019. Possibility for additional hours is contingent on performance and funding.

Please submit cover letter and resume to Jennifer Wolf, Executive Director, at jwolf@iaiaabc.org by February 28, 2019.

For more information visit www.iaiaabc.org