



Policy Counsel

Statement of Duties

The Secretary of Commerce seeks a Policy Counsel for a portfolio that will cover a variety of economic policy, regulatory, and legal issues. Responsibilities include: policy development and coordination; development of legislation and strategy; providing legal analysis; producing reports, memos, and other materials; hearing preparation; meeting with stakeholders and state, local, and federal officials.

Responsibilities

- Develop and implement policies and programs that promote economic growth in areas including economic development, business regulation, workforce development, education, housing, and trade.
- Manage high-priority projects on Gubernatorial priorities, which include research and policy initiatives and private/public sector partnerships.
- Provide legal analysis, opinions, and advice on complex policy matters and conducting research as necessary, including researching models from other states in handling complex issues and projects.
- Advise the Secretary and the Executive Office of Commerce on applicable state laws, regulations, policies and procedures, including compliance with public records and transparency laws.
- Draft and review legal agreements, documents and memoranda on behalf of the Executive Office of Commerce and its portfolio of agencies.
- Represent the Secretary and the Executive Office of Commerce on interagency task forces, working groups, and projects.
- Establish strong working relationships with key internal and external stakeholders to inform the policy agenda and establish partnerships to promote policy objectives.

Preferred Skills

- Excellent writing skills and ability to effectively communicate.
- Strong leadership and organizational abilities and desire to work in a collaborative team environment.
- Ability to understand and effectively assess risk / reward tradeoffs in making recommendations.
- Orientation towards results with the ability to manage multiple projects and assignments concurrently.
- Strong understanding of government processes.
- Commitment to public service.
- Ability to travel to meetings inside and outside the state.

Professional Qualifications

Law degree and three or more years of relevant work experience required. Previous government experience is highly desired.

Please submit a cover letter along with a professional resume and salary requirements via email to:

Rhode Island Commerce Corporation
job.opportunities@commerceri.com

The RI Commerce Corporation is an Equal Opportunity Employer