



Commission for Environmental Cooperation  
Comisión para la Cooperación Ambiental  
Commission de coopération environnementale

**Staff Position**  
**Legal Officer, Legal Affairs and SEM**  
**Commission for Environmental Cooperation**

The Commission for Environmental Cooperation (CEC) is an international organization created by Canada, Mexico and the United States (Parties) under the North American Agreement on Environmental Cooperation (NAAEC) and continued under the new Trade Agreement and the parallel Environmental Cooperation Agreement (ECA). The Secretariat of the CEC is headquartered in Montreal, Quebec, Canada.

This is a full-time two-year position with the possibility of renewal, based at the CEC Secretariat in Montreal, Quebec, Canada.

This position reports directly to the Director, Legal Affairs and Submissions on Enforcement Matters (SEM). The Legal Affairs and SEM handles submissions on enforcement matters relating to Articles 24.26 and 24.27 of the Trade Agreement between the United States of America, the United Mexican States, and Canada (known as “USMCA” “CUSMA”, or “T-MEC”), and serves as legal counsel for the Secretariat.

**Major Duties and Responsibilities:**

Processes submissions filed under the USMCA, focusing on the execution of the following tasks:

- Manage submissions and factual record preparation. Analyze, write and edit legal opinions, preparing determinations, notifications and factual records on submissions in accordance with USMCA timelines;
- Advise on the interpretation of the USMCA, the Environmental Cooperation Agreement (ECA) and applicable procedures;
- Research technical and scientific matters underlying enforcement issues, and request public information using domestic laws and/or the USMCA;
- In coordination with the Director, Legal Affairs and SEM, develop initiatives to further implement the SEM process, improving practices and timelines.

**Outreach:**

In coordination with the Director, Legal Affairs and SEM, interacts with the Parties, JPAC, submitters, and other stakeholders:

- Participate in the development and execution of the Outreach strategy; and

- Develop partnerships with other institutions and stakeholders, organize meetings and seek outreach and collaboration opportunities with organizations.

### **Legal Affairs:**

- Provide legal opinion and advice on the USMCA and the ECA; and
- Advise and support the Director, Legal Affairs and SEM in minimizing the risks and potential legal exposure of the Commission and the protection of privileges and immunities of the organization.

### **Qualifications and Experience:**

Law degree from an accredited law school in the US, with substantial knowledge of environmental law. Knowledge of other areas of law such as administrative law, international law, and civil procedure is considered an asset.

The candidate must be a citizen of Canada, Mexico or the United States.

At least 8 years' professional experience involving domestic environmental law matters. Ideally, the candidate has experience at the international level (2-5 years). Professional experience in environmental law at a law firm or court would be an asset.

Experience in drafting legal opinions and in undertaking legal research, as well as very good legal analytical, writing and communication skills.

The candidate must be able to speak and write in English, and preferably is able to analyze documents in at least one of the other official languages of the Commission (Spanish or French).

### **Competencies:**

- Excellent communication and interpersonal skills to work with colleagues and a variety of stakeholders from different backgrounds and cultures; and
- Excellent organizational, management and project management skills to develop work plans, manage submissions, and meet objectives and timeframes.

### **Salaries:**

The net annual salary range for this position is between US\$45,100.00 to US\$61,000.00. You will also receive benefits representing 25% of your salary, as provided in our benefits package which also includes healthcare coverage.

This position is based in Montreal, one of the most livable cities in the world with a competitive cost-of-living compared to other major cities in Canada and the U.S. The CEC will oversee the relocation process and if required, facilitate the transition across borders. Relocation to Montreal

will not be undertaken until it is safe to do so in the context of COVID-19, and the role will be fulfilled from the candidate's current location in the interim.

**The Commission for Environmental Cooperation** promotes employment equity and encourages diversity. Please submit your resume by **30 October 2020**. No phone calls or email message inquiries. Please follow the instructions and apply on-line.

This position is categorized as an official of the CEC and the incumbent receives applicable privileges and immunities under Canada's Foreign Mission and International Organizations Act.

**Contact:**

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**We appreciate your interest in the CEC and wish to inform you that only short-listed candidates will be contacted. All resumes will be kept on file for a six-month period and taken into consideration for any suitable vacancies during that time.**