



Graduate Assistant Job Description: History of Wealth in Maine

The Maine Philanthropy Center is pleased to be partnering with the Office of Graduate Studies to bring USM students this exciting graduate assistantship focused on creating a report and corresponding body of research summarizing the history of wealth in Maine.

Organizational Overview

The Maine Philanthropy Center (MPC) is a community committed to collaborating to create a vibrant, just, and equitable Maine. We are foundations (corporate, private, public, family, and community), nonprofits, individuals, and other philanthropic practitioners. Maine is the epicenter of our work and we come together to build relationships, deepen knowledge, and move resources. Our diverse membership is our strength; allowing us to facilitate cross-sector collaboration, create shared understanding, dismantle ineffective silos, and shift power to ensure that Maine is a leader in advancing equity.

A vibrant, just, and equitable Maine is built upon the acknowledgment of the deep, rich history and contributions of the Wabanaki peoples and works to be in a restorative relationship with Indigenous communities and the earth – so that the natural environment is stewarded sustainably and with care. It is a state that promotes and secures the health and wellbeing of all Maine people. In this Maine, all people are ensured, under the law and in practice, equal rights, protections, opportunities, and access to the resources they need regardless of race, gender identity and expression, age, ability, socio economic level, immigration status, ethnicity, or sexual orientation.

Overview of project

We believe that in creating a vibrant, just, and equitable Maine, it is critical to acknowledge the deep history of extractive practices of labor, industries, natural resources, and humanity upon which modern philanthropy is built. Unsurprisingly, this history is not often public or accessible.

The person who takes this assistantship should be excited about uncovering the untold history of wealth in Maine. This person will be charged with using historical documents

and bodies of research like [Atlantic Black Box](#), [Maine Memory Network](#), and [Maine MILL](#) to tell a story of how wealth was extracted, created, and moved in Maine. The culmination of this project will be an in-depth literature review, a 7-10 page report, and an optional community presentation.

We hope to use this report as an educational tool for those in the philanthropic and nonprofit sectors. The author of the report will have the opportunity to present on their findings and suggestions for the sectors on how best to use this information to restore relationships and lead funders to invest and support those communities that have a long history of both extraction and exclusion.

Job Responsibilities

Research (75%)

- Read and interpret historical documents, literature, museum exhibits and archives, *Giving in Maine* reports, and other media with minimal supervision
- Create a literature review
- Design outline of report
- Write a 7-10 page report on the History of Wealth in Maine

Project Management (20%)

- Drive research project from initial planning to completion
- Create and adhere to realistic benchmarks of success for project
- Work collaboratively with supervisor to anticipate and navigate challenges
- Communicate progress on weekly basis

Professional Development (5%)

- Attend MPC staff meetings as agreed on
- Attend MPC programming as agreed on

Deliverables

- Literature review
- Outline of report
- 7-10 page report on the History of Wealth in Maine with annotated bibliography

Timeline

Interviews begin:

Third week of August

Onboarding:

Second week of September if possible

Research:

Complete December 21, 2024

Qualifications

- Strong commitment to diversity, equity, and inclusion in all aspects of their work
- Strong power analysis and ability to employ it while looking at historical artifacts
- Ability to identify dominant historical narratives and uncover other co-existing narratives
- Strong research skills
- Analytical skills, curiosity, and the ability to consider diverse perspectives and exercise excellent judgment
- Ability to develop a research plan and set priorities
- A proven ability to maintain a cooperative, supportive, and productive relationships
- Exceptional interpersonal, oral, and written communication skills
- Ability to maintain confidentiality with respect to the business and affairs of the association and use appropriate discretion in working with others
- Ability to organize and prioritize multiple competing deadlines
- Office365, Canva experience a plus
- Must have access to a computer

Our commitment to equity:

We believe that diverse perspectives and backgrounds create a rich work environment and enhance our ability to pursue our vision. We hope you will join us as we continue to build a workplace that collaborates to create a vibrant, just, and equitable Maine. We work to foster a work environment where people from all backgrounds are welcomed and valued.

Location and hours:

This position is 10 hours/week and will be done entirely remotely. We are planning to have this person join our team this fall and expect them to continue until the last day of classes in December. If there is interest, this assistantship could be extended through the spring semester with additional responsibilities added. The weekly schedule will be created based on the candidate's availability. If an applicant could work when classes are not in session, we can discuss additional compensation for those hours.

Compensation:

This position will be allocated a \$2200 scholarship and a monthly stipend of \$600.

Application Instructions:

Please send an email to sarah@mainephilanthropy.org with your resume and cover letter that answers the question, "What interests you about this assistantship and what makes you uniquely suited for it?"