

The progressive opposition

Employment opportunity

External job posting

Office: Richard Cannings, MP South Okanagan—West Kootenay

Position: Constituency Assistant, Permanent, Full-Time Position

Location: Constituency Office, Penticton, BC

Responsibilities:

- Manage and respond to constituent casework including outreach and correspondence
- Administer and log incoming phone calls, emails, faxes and walk-in traffic
- Co-ordinate the Member's visibility in the riding
- Represent the Member at events and meetings
- Monitor events in riding and advise the Member on issues concerning the riding
- Maintain database lists and direct mail to constituents in coordination with Ottawa parliamentary office
- Organize, in consultation with Parliament Hill office, constituency association and community organizations outreach activities that offer both visibility for the Member and opportunities to receive constituency feedback
- Liaise with various community organizations and federal government departments
- Schedule Member's constituency activities and liaise with Parliament Hill office to coordinate Member's riding schedule
- Liaise with Member's Ottawa Office
- Other duties as required

Qualifications:

- Proven verbal and written communication skills, including media relations
- Strong organizational skills, ability to work under pressure and to meet deadlines
- Strong computer skills including Internet, Windows and MS Office
- Knowledge of South Okanagan—West Kootenay region and riding priorities
- Knowledge of the New Democratic Party and sound political judgement
- Relevant post-secondary education or equivalent experience
- Knowledge of the labour movement, government departments and community organizations
- Desktop publishing, graphic design and layout skills, an asset
- Experience working with social media (e.g. Facebook, YouTube, etc.), an asset
- Bilingualism, an asset
- Vehicle and license required

Annual salary: \$56,250
(salary levels subject to clauses 12 and 21 of the collective agreement)

Closing date: April 20, 2022 (Midnight)

Commencing date: As soon as possible

Send application to: Richard.Cannings@parl.gc.ca

Note: A collective agreement is in effect between UFCW (Local 232) and the New Democratic Party Members of Parliament. All applications will be received and held in confidence.

The NDP and NDP MPs actively promote employment equity. Women, Black, Indigenous, and racialized persons, persons with disabilities, 2SLGBTQI+, and anyone from equity seeking groups are strongly encouraged to apply for this position, and qualified applicants from these groups will be given priority. If you are a member of an equity-seeking group, you may choose to identify as such in your application. We are committed to an environment that is barrier free. If you require accommodation at any stage during the hiring process, please do not hesitate to contact the Human Resources Coordinator at ndphr@parl.gc.ca to arrange appropriate accommodation

We thank all applicants for their interest. Only those selected for an interview will be contacted.