Job Posting - Edmonton-Highlands Norwood Constituency Assistant

General Description: Reporting to the Member of the Legislative Assembly, this position involves office administration, casework, community outreach and organizing, and serving as a liaison for the MLA with community groups.

Job Duties:

- Ensure that the office is accessible to constituents though regular and consistent hours of operation.
- Answers phone, e-mails and correspondence
- Administrative duties, including budgeting and file management
- Monitor community activities and report to the MLA
- Engage in casework on behalf of constituents
- Perform outreach to community organizations and non-governmental organizations and individual constituents as directed
- Represent the Member at public and community functions when required
- Write and design advertising and constituent mailings
- Responsible for maintenance of MLA's website
- Coordinating part-time staff, temporary staff, and interns
- Liaise with caucus staff on scheduling and outreach activities
- Liaise with the Legislative Assembly of Alberta's Financial and Human Resources administrative staff regarding constituency office administration

Qualifications and Skills:

- Academic degree in a relevant field or equivalent work experience
- Above average written and verbal communications skills
- Ability to work independently and as part of a highly motivated team
- Familiarity with MS-Windows, MS-Office, databases, graphic design, and CMS web updates
- Willingness to work flexible hours, including occasional evenings and weekends
- A strong understanding of political organization
- Knowledge of government bodies and non-governmental agencies, including Service Alberta, AISH, income support, etc.
- A strong understanding of the political history of Edmonton Highlands-Norwood and Alberta's NDP Opposition

Compensation: $53,208-$65,520 per annum, depending on education and experience. An excellent benefits package is available. Alberta's NDP Opposition is an employment equity employer.

The position is open until August 4th, 2014 at 4:30 PM MST. Please send application, including resume and references (in confidence) to:

John Ashton, Director of Caucus Services
E-mail: john.ashton@assembly.ab.ca
Fax : 780.415.0701

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