



New Democrats

Job Vacancy – EXTERNAL POSTING

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| Position Title | Summer Organizer – SIX TERM POSITIONS (four-month term) |
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The New Democratic Party of Saskatchewan has six openings for the position of summer organizer. These positions will be based out of Regina and Saskatoon and will report to the Organizer in their region.

The Summer Organizers provide support to constituencies to create effective constituency organizations and develop effective programs to support objectives.

Key responsibilities include:

- **Assisting constituencies with membership and financial drives**
- **Assisting constituencies with outreach and event organizing**
- **Contacting voters through door-to-door contact**
- **Assisting with outreach to diversity groups**

The Summer Organizer will be a member of the organization team working across the province and the position will require extensive travel and the ability to spend many nights away from home. The position will also require working non-traditional hours including many evenings and weekends.

Major Accountabilities and Responsibilities:

1. To complete telephone or door-to-door contact to households as assigned
2. To assist the organizers in the support of local constituency associations
3. To assist the organizers in membership drives, donation drives and organizing events as assigned
4. To complete data entry
5. To recruit and train volunteers to assist in data entry and door-to-door contact
6. To promote the Saskatchewan New Democratic Party
7. To represent the Party professionally
8. Other duties as assigned.

Knowledge Skills and Abilities:

- A valid driver's license.

- A track record related to diversity. Applicants should identify their strengths and experiences in increasing diversity in their previous work and volunteer activity.
- A high level of working knowledge of the party and its structure
- A working knowledge of office productivity software applications and proficiency with a personal computer is essential. Preference will be given to candidates with advanced knowledge of campaign data management and/or graphic design.
- Ability to communicate effectively orally and in writing
- Ability to make effective presentations
- Ability to take initiative and work independently.
- Preference will be given to candidates who have previous fundraising experience or experience organizing campaigns or events.

Interpersonal Skills

- Strong Leadership and team building skills
- Able to communicate effectively with diverse contacts for the purposes of exchanging, clarifying, and/or communicating policies and processes.
- Diplomacy, effective listening, and remaining calm and courteous under pressure are essential.

Candidates with experience in outreach (to rural communities, Indigenous communities, new Canadians, or diversity communities), graphic design, social and digital media, data analysis, information technology, event planning or fundraising are encouraged to identify that in their application.

Details

As per the collective agreement with COPE 397, the salary for these positions is \$2,486.25 per month, and may be increased as collective bargaining is currently underway. Anticipated start date is May 3, 2021. These positions are for a four-month term from May 3 to August 31, 2021. These positions will be based out of Regina and Saskatoon.

Submit applications including a cover letter and resume by Wednesday, March 31, 2021, by email to employment@saskndp.ca.

The Saskatchewan NDP welcomes all applicants and offers a respectful workplace. We wish to develop a representative workforce, and welcome applications from Indigenous people, persons with disabilities, racialized persons, women, and gender and sexually diverse persons.