

Job Vacancy – EXTERNAL POSTING

Position Title	Southern Saskatchewan Organizer
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The New Democratic Party of Saskatchewan has an opening for an Organizer.

The Organizer provides support to constituencies to create effective constituency organizations and develop effective programs to support objectives.

Key responsibilities include:

- **Ensuring constituencies have a strong committed volunteer base**
- **Assisting constituencies with membership and financial drives**
- **Ensuring effective election campaign preparation**

Reporting Structure:

The organizer reports directly to the Provincial Secretary. The Organizer will be a member of a team of Organizers in the Province.

Major Accountabilities and Responsibilities:

1. Provide services to constituencies to meet their needs to the extent that they are confident and satisfied and the Party is confident in the constituency organization.
2. Assist constituencies to develop a committed volunteer base.
3. Assist constituencies with membership drives.
4. Assist Constituencies in organizing Annual General Meetings and events.
5. Assist Constituencies to develop an Annual Budget and Fundraising Plans.
6. Provide communication on issues and strategies from Provincial Office to Constituencies and communication from Constituencies to Provincial Office.
7. Provide training and motivation for constituency activists.
8. Assist with the planning and execution of the Party's annual convention.
9. Other duties as assigned.

Knowledge Skills and Abilities:

- Knowledge is generally acquired by having at minimum a three-year University Degree in Education, Social Work, Political Science or a relevant field.
- A high level of working knowledge of the party and its structure.
- Knowledge of the Saskatchewan and Canada Elections Act and knowledge of the structure and operations of the Provincial and Federal Constituencies and the Provincial Office is critical.
- 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 effectively delegate responsibility.
- Ability to communicate effectively orally and in writing.
- Ability to make effective presentations.
- Ability to take initiative and work independently.
- A valid driver's license.
- Preference will be given to candidates who have previous organizing experience including but not limited to campaigns, membership drives, events and fundraising.

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 range for this position is \$48,504 to \$57,828 per annum (which may be increased as collective bargaining is currently underway), pension, and extended health benefits. Anticipated start date is May 1, 2021. The position is based out of the party headquarters in Regina, SK.

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.