Job Posting: Saskatchewan NDP Caucus Office
Communications Officer I (In-Scope Permanent)

This position is based in Regina at the Legislative Building. To apply, please submit a resume and brief cover letter no later than 5:00 p.m., Tuesday, March 6, 2018.

Closing Date: 5:00 p.m. Tuesday, March 6, 2018
Salary & Hours of Work: As per the Collective Agreement COPE 397 & NDP Caucus
Start Date: Will be negotiated
Send application to:
Cheryl Stecyk
Director of Administration & Human Resources
Room 265, Legislative Building
REGINA SK S4S 0B3
Email: cstecyk@ndpcaucus.sk.ca

SASKATCHEWAN NEW DEMOCRATIC PARTY CAUCUS OFFICE

POSITION TITLE: OPPOSITION COMMUNICATIONS COORDINATOR I (IN-SCOPE PERMANENT)

Position Summary

The position is based in Regina at the Legislative Building. The successful applicant will assist in the planning, development, and delivery of messaging for the Saskatchewan New Democratic Party Caucus. The target audience for such communication will include: media, stakeholders, and the members of the general public. This will be typically accomplished through key messaging, speeches, correspondence, advertising, and other materials supporting the New Democratic Party Caucus Management Team and Members of the New Democratic Party Members of the Legislative Assembly (MLA).

Position Manager

Chief of Staff

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Key Duties and Responsibilities

- Assist in the development and writing of a variety of tactical material in support of the New Democratic Party Caucus efforts including, but not limited to: general backgrounders, op-ed pieces, newsletters, correspondence, speeches, oral and written questions, and Member Statements.
- Monitor all provincial media in a timely manner and provide it in a usable fashion to all Members and staff of the Saskatchewan New Democratic Party Caucus.
- Assist in coordinating outreach efforts to the general public and stakeholders throughout the province.
- Monitor scrums and media events, as required.
- Assemble and provide information and supporting material to the Leader of the Opposition and Saskatchewan New Democratic Party Members of the Legislative Assembly for various meetings and events.
- Assist in providing support to Constituency Assistants in developing, writing, and editing communication materials for use by Members.
- Review presentations for events and activities external to the Legislative Assembly to ensure consistency of message.
- Monitor provincial media for the purpose of political issue identification.

Necessary Qualifications and Experience

- A degree in journalism, communications or other relevant field of study.
- One to two years experience in communication (an equivalent combination of education and experience will be considered).
- Demonstrated ability to organize and advance for New Democratic Party Caucus events.
- Experience in working in support roles in an office environment.
- Exceptional oral and written communication skills, with a proven ability to draft a message to a target audience.
- Motivated self-starter with an ability to manage multiple tasks in a high-pressure work environment.
- Ability to prioritize competing demands with minimal supervision.
- Demonstrated ability to work varied hours with minimal notice.
- Strong interest in politics.
- Membership in good standing with the Saskatchewan New Democratic Party.