

**Job Posting: Saskatchewan NDP Caucus
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. Monday, September 23, 2019. The NDP Caucus is an Employment Equity Employer.

Closing Date: 5:00 p.m. Monday, September 23, 2019

Salary & Hours of Work: As per the Collective Agreement COPE 397/NDP Caucus

Start Date: Will be negotiated

Application to be submitted to:

Cheryl Stecyk

Director of Administration & Human Resources

265 Legislative Building

REGINA SK S4S 0B3

Email: cstecyk@ndpcaucus.sk.ca

Phone: 306-787-7389

SASKATCHEWAN NEW DEMOCRATIC PARTY CAUCUS OFFICE

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

Position Summary

The successful applicant will assist in the planning, development, and delivery of well-executed events for the Saskatchewan New Democratic Party Caucus. The target audience includes: stakeholders, members of the general public and media. This will be typically accomplished through coordinating events, key messages, speeches, correspondence, 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 coordinating outreach efforts to the general public and stakeholders throughout the province.
- 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: speeches, invitations, general backgrounders, op-ed pieces, correspondence, oral and written questions, and Member Statements.
- 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 materials for use by Members.
- Create and 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

- Some post-secondary education is preferred.
- One to two years experience in a role involving communications or stakeholder relation (an equivalent combination of education and experience will be considered).
- Demonstrated ability to organize and advance for New Democratic Party Caucus events.
- Demonstrated ability to build and maintain relationships with stakeholders.
- Experience in working in support roles in an office environment.
- Exceptional oral and written communication skills.
- 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.