



Yukon NDP Caucus – Job posting

Communications Lead

General Summary

Reporting to the Chief of Staff, this position is responsible for all communications and media relations the Yukon NDP Caucus.

Principal Duties and Responsibilities

Communications:

- Develop and ensure adherence with general political messaging and issue-based positions.
- Draft news releases, correspondence, social media content, speaking notes, talking points and other internal and external communication materials.
- Conduct media relations.
- Administer the Caucus website and coordinate MLAs' quarterly newsletters in accordance with Legislative Assembly procedures and policies.
- Maintain an effective presence on various social media platforms
- Manage all paid advertising for the Yukon NDP Caucus
- Develop and maintain a thorough understanding of opposition, government and external organizations' policies, positions and statements and monitor the media.
- Responding to requests for information from caucus members, staff and others as directed
- Monitoring media for developments related to the Yukon's political scene, developing and maintaining relevant contacts
- Analyzing, evaluating and preparing alternatives to government legislation, programs and regulations
- Researching and preparing papers and notes to assist caucus members to effectively advocate Yukon NDP policies in their legislative and extra-parliamentary duties
- Participating in group efforts, which may involve other staff or MLAs on committees or task forces related to the Confidence and Supply Agreement
- Liaising with community groups, government departments and others to obtain relevant information
- Preparation of communication materials for public distribution
- Other duties as assigned

Knowledge and Skills Required

- Completion of a university degree or equivalent experience
- Strong writing skills and ability to work under strict timelines
- Experience in managing digital communications on a variety of platforms
- An understanding of the northern cultural and political environment

- Thorough knowledge of Yukon politics and the Yukon New Democratic Party
- Ability to multitask and meet changing needs and demands, including an ability to respond well to short deadlines
- Proven research and analytical skills including the ability to organize and interpret research findings in ways that provide options and recommendations.
- Demonstrated skills in team building, recordkeeping, analysis and problem solving, stress management, decision making, verbal and written communications
- Strong time management and prioritization skills
- Punctual, meticulous and reliable
- Strong interpersonal skills and the ability to communicate effectively with a broad range of people

Working Conditions

- Regular work schedule is 5 days/week, between Monday and Friday, 7.5 hours per day
- Occasional evening and weekend work
- Frequent interaction with the public
- Regular critical deadlines and evolving priorities

Pay, benefits and other conditions of employment are determined by the Collective Agreement between the Yukon New Democratic Party Caucus in the Yukon Legislative Assembly and the Public Service Alliance of Canada. Compensation is \$34.13 hourly plus health, welfare and pension benefits. Subject to Clause 5.02 of the Collective Agreement, membership in the union is a condition of employment.

Applications

Applications may be made in strict confidence to François Picard, Chief of Staff, by email to Francois.Picard@yla.gov.yk.ca. Only candidates selected for an interview will be contacted.