

**Boundary-Similkameen Constituency Office  
EXTERNAL EMPLOYMENT POSTING**

**DATE:** January 26, 2021

**POSITION:** Constituency Assistant (Economic focus)  
Minimum 21 hours weekly with an opportunity to increase to full-time (35 hours weekly)

**REPORTING TO:** Roly Russell, MLA

**START DATE:** Immediately

**LOCATION:** Grand Forks, BC

**SALARY RANGE:** \$26.55 - \$31.47 hourly

**BENEFITS:** As per collective agreement, including extended health and dental plan, BC Public Service Pension Plan, generous paid vacation, paid sick leave, and other paid leave provisions and benefits pro-rated based on hours worked.

**UNION:** BCGEU Local 709

**CLOSING:** Applications will be accepted until 4:00 pm Tuesday, February 9, 2021

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Application package must include a resume, cover letter and two references with contact information.

- only those applicants short-listed will be contacted.
  - any internal candidates will be considered and interviewed prior to the consideration of any external candidates.
  - **email application package to: [BCNDPcaucus@leg.bc.ca](mailto:BCNDPcaucus@leg.bc.ca) with “CA Application External – BDS (Economic Focus)” in the subject line**
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**JOB DESCRIPTION:**

A Constituency Assistant is a confidential employee responsible for the administration of the Constituency Office of a Member of the Legislative Assembly. **This position will focus outreach, casework, communications, advocacy and other activities on economic issues in the constituency.**

Under the general supervision of the MLA, duties may include:

- Providing assistance and advocacy for constituents in their dealings with the provincial government, either directly or through appropriate referrals.
- Supporting the MLA's work within their communities through community outreach, advocacy, and liaison.
- Providing information to constituents about provincial government legislation and policies, including the MLA and government's position on provincial issues.
- Preparing communications materials, including advertising, householders, and mailings by the MLA, newsletters, websites and social media accounts.
- Managing the day-to-day operations of the Constituency Office, including correspondence, bookkeeping, information management and other office duties, as required.
- Recruiting, training and supervising Constituency Office volunteers and practicum students, as required.
- Coordination of outreach and engagement of the business community including agricultural businesses, as well as other organisations working to promote economic development in the area.
- Ongoing assessment of media and other information sources to identify emergent opportunities or challenges for economic development in the area.
- Assistance with MLA communications related to business development. This includes development of social media content.
- Creating programming, events, referrals, and outreach to assist organisations and individuals with access to provincial resources to increase their potential.
- Other duties as assigned.

### **DIVERSITY:**

Roly Russell, MLA, is committed to recruiting and developing employees that are representative of the diversity of the people of British Columbia.

To support employment equity and diversity in the workplace, we welcome applications from all groups. This includes women, visible minorities, Indigenous Peoples, persons with diversabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), and others who may contribute to diversity in the Boundary, South Okanagan, and Similkameen.

### **QUALIFICATIONS:**

- Excellent interpersonal and communication skills, including the ability to write clearly, concisely and professionally for a wide variety of audiences.
- Experience with, and enthusiasm for, working directly with businesses to foster community vitality and development.
- Demonstrated ability to develop and maintain effective information and advocacy strategies and to exercise diplomacy and political judgement.
- Ability to administer the various aspects of a community office. Specific skills in bookkeeping and clerical functions, as well as graphics, social media and web-based functions may be required.
- Project management experience would be an asset, strong organizational skills are required.
- An understanding, or willingness to learn, about key issues in the Agricultural and Forest sectors, as well as others.

- Demonstrated ability to work independently and with flexibility.
- Ability to interpret and explain complex policies and legislation, to adapt and learn new processes and applications, and to show initiative and ingenuity when confronted with problems or unique situations.
- Knowledge of the structure and policies of the New Democratic Party and a fundamental knowledge of the role of the three levels of government.
- Familiarity and experience with the Boundary, South Okanagan, and Similkameen, including the communities, cultures, demographics, businesses, and key issues.
- Willingness and ability to travel and work on weekends and holidays occasionally, as required.