

**Richmond Queensborough Constituency Office  
EXTERNAL EMPLOYMENT POSTING**

**DATE:** January 22, 2021

**POSITION:** Constituency Assistant (2)  
Regular Full Time (35 hours/week)

**REPORTING TO:** Aman Singh, MLA

**START DATE:** Immediately

**LOCATION:** #130 12560 Bridgeport Street, Richmond, BC

**SALARY RANGE:** \$1,858.65 - \$2,202.69 bi-weekly

**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.

**UNION:** BCGEU Local 703

**CLOSING:** Applications will be accepted until 4:00 pm Thursday, February 4, 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 with “CA Application External - Richmond Queensborough” 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.

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 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.
- Other duties as assigned.

### **DIVERSITY:**

Aman Singh 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 Richmond Queensborough Constituency Office.

### **QUALIFICATIONS:**

- Excellent interpersonal and communication skills, including the ability to write clearly, concisely and professionally for a wide variety of audiences.
- 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 computers, word processing, bookkeeping and clerical functions, as well as graphics, social media and web-based functions may be required/would be an asset.
- 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 with the constituency of Richmond Queensborough, its communities, demographics, and key issues.
- Ability to travel and work on weekends and holidays as required.
- Specific knowledge of significant cultures and languages within the constituency would be an asset.