

**Vancouver-Mount Pleasant Constituency Office
EXTERNAL EMPLOYMENT POSTING**

DATE: January 14, 2021

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

REPORTING TO: Melanie Mark, MLA

START DATE: Immediately

LOCATION: 1070-1641 Commercial Drive, Vancouver, 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 4:00pm Friday, January 29, 2021

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 - Vancouver-Mount Pleasant” 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, initiating project management, setting priorities, including advertising, householders, and mailings by the MLA, newsletters, websites and social media accounts.
- Managing the day-to-day operations of the Constituency Office, meeting deadlines, including correspondence, bookkeeping, information management and other office duties, as required, while also being a team member with VMP constituency colleagues.
- Recruiting, training and supervising Constituency Office volunteers and practicum students, as required.
- Other duties as assigned.

DIVERSITY:

Melanie Mark, MLA is committed to recruiting and developing employees that are representative of the diversity of the people of British Columbia. This commitment includes an Indigenous employment preferences policy.

To support employment equity and diversity in the workplace, we welcome applications from all groups. This includes Indigenous Peoples, women, visible minorities, persons with diversabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), and others who may contribute to diversity in the Vancouver-Mount Pleasant 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 would be an asset.
- Demonstrated ability to work independently and with flexibility.
- Experience working in a fast-paced environment with multiple and changing priorities, while demonstrating effective time management, organizational, and project management skills would be an asset.
- Ability to interpret and explain complex policies and legislation, to adapt and learn new processes and applications, and to show initiative, flexibility, 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, including Indigenous governance.
- Familiarity with the constituency of Vancouver-Mount Pleasant, 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.
- Preference will be given to Indigenous applicants, which includes First Nations (on and off reserve), Métis, and Inuit peoples.