

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

DATE: January 26, 2021

POSITION: Constituency Assistant (Social Focus)
Minimum 17.5 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

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 – BDS (Social 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 social 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.
- Developing and implementing outreach/engagement strategies, and building and maintaining working relationships, with non-profit, charitable, or other organisations that work to improve the lives of vulnerable people.
- Ongoing assessment of media and other information sources to identify emergent opportunities or challenges for social development in the area, and identifying opportunities to foster productive collaboration among organisations.
- Assistance with MLA communications related to social services and social development, including development of social media content.
- 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:

- Demonstrated ability to engage and support communities/individuals historically disconnected from government policies and process.
- An ability to communicate potentially complex policy and legislation to marginalized and vulnerable communities.
- 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 individuals to foster social vitality and development. This could include social work or work in organisations focusing on supports for vulnerable people.
- Demonstrated ability to develop and maintain effective information and advocacy strategies and to exercise diplomacy and political judgement.
- Ability to administer 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.
- 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.
- Strong local knowledge, particularly related to local organizations, advocacy groups, and other community stakeholders.
- Familiarity and experience with the Boundary, South Okanagan, and Similkameen, including the communities, cultures, demographics, and key issues. An understanding, or willingness to learn, about common social support issues in the region.
- Willingness and ability to travel and work on weekends and holidays occasionally, as required.