

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

DATE: August 1, 2018

POSITION: Constituency Assistant

LOCATION: Vancouver-Mount Pleasant Constituency Office
1070 – 1641 Commercial Drive
Vancouver, BC

HOURS: Regular Part Time (24hrs/week: Tue-Fri, occasional evening/weekend hours)

START DATE: As soon as possible.

CLOSING: Applications will be accepted until 4pm on Wednesday, August 8th
Interviews to be held Saturday, August 11th

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

- Only those applicants short-listed will be contacted
- **Email application package to: melanie.mark.mla@leg.bc.ca with “Vancouver-Mount Pleasant CA - Application” in the subject line**

Questions regarding this posting can be directed to melanie.mark.mla@leg.bc.ca

**JOB DESCRIPTION
CONSTITUENCY ASSISTANT**

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, the duties may include any of the assignments listed below:

1. Assistance and Advocacy for Constituents

Constituency Assistants will be responsible for developing and maintaining a working relationship with Ministry Offices and administrative bodies in order to provide constituents with information and assistance in resolving questions and problems. Where necessary this may include areas of municipal and federal jurisdiction.

Constituency Assistants will have a comprehensive knowledge of provincial government legislation, programs and services, and community resources to which constituents can be referred for further assistance.

Casework may include assessing constituents' situations and providing advocacy and advice as deemed necessary.

2. Community Outreach and Liaison

Constituency Assistants may be required to monitor local government and community activities to keep the Member informed on local issues. They may be requested to represent or accompany the MLA at public and community functions.

The Constituency Assistant shall advise and assist the MLA in enhancing their role and presence in the constituency.

3. Information and Public Relations

The Constituency Assistant may be required to provide constituents and community bodies with information and clarification of government legislation and policies. New Democratic Party (NDP) positions as outlined in caucus speeches, press releases, Bills and Resolutions, may be made available upon request.

Constituency Assistants may also facilitate their Member's access to local press through monitoring and advising the MLA about local issues.

Constituency Assistants may be responsible for the preparation of communications materials, including advertising, householders, and mailings by the MLA, newsletters, websites and social media accounts.

4. Administration and Organizational Tasks

Constituency Assistants are responsible for the management of the Constituency Office under the general supervision of the MLA.

Tasks may include correspondence, bookkeeping, computer record management and other office duties, as required.

Constituency Assistants may have responsibility for volunteer recruitment and training as well as project organization. They may be requested by the MLA to participate in supervision and evaluation of students working in practicum programs based in the Constituency Office.

Constituency Assistants may be assigned other related duties by the MLA. Employees will not be required to perform personal duties for their Employer that are unrelated to the job description of the position.

Qualifications:

- Constituency Assistants will have a good knowledge of the structure and policies of the New Democratic Party and a fundamental knowledge of the role of the three levels of government. Knowledge of the communities in the constituency is an asset.
- Constituency Assistants will have excellent interpersonal and communication skills. They will be able to work independently and with flexibility.
- A demonstrated ability to develop and maintain effective information and advocacy strategies and to exercise diplomacy and political judgment is an integral part of this position.
- Constituency Assistants must have the 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. Effective time management is an asset.
- Teamwork and the ability to give and receive constructive feedback are essential for this position.
- Strong knowledge of distinct cultures and communities within the constituency is an asset.
- Experience working with people with limited English proficiency, especially new immigrants, is an asset.
- Cultural competency with First Nations/Indigenous communities and individuals is an asset.
- Demonstrated understanding of the Truth and Reconciliation Calls to Action and United Nations Declaration on the Rights of Indigenous Peoples is an asset.
- Trauma-informed approaches to crisis management and de-escalation skills are assets.
- Strong emotional intelligence, empathy, and agility when engaging with constituents in crisis are assets.

Remuneration:

Salary and benefits as per the BCGEU (Constituency Assistants) Collective Agreement.