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| Job Title: | Constituency Assistant |
| Employer: | Member of Parliament |

Reporting to the Member of Parliament, the Constituency Assistant is primarily responsible for calling constituents, collecting data, analysing findings and preparing summaries or reports that are of interest to the Member of Parliament in the community.

Duties and Responsibilities

- Calling constituents on a regular basis on behalf of MP Patrick Weiler to determine how the federal government can provide support and how they have been impacted by the COVID-19 pandemic.
- Collecting and synthesizing information from constituents and triaging to the appropriate staff for follow up.
- Collecting and inputting data into the CRM and other systems.
- Collecting and inputting data from Member’s correspondence into established system.
- Performs other related duties within the scope of the position.

Swing Duties

- Manages, triages and reviews the Member’s emails and communications.
- Helps with special projects that aim to improve the effectiveness of the office’s administrative and legislative operations.
- Provides various administrative and/or business services to the Member and staff to ensure the continuing flow of operations and to help the constituency office achieve its goals and priorities.

Knowledge and Skills

- Strong research and analytical skills to summarize complex information into clear and concise briefs.
- Good knowledge of communication methods and techniques.
- A depth and breadth of knowledge of the political environment, and of the legislative process.
- Superior written and verbal communications skills in English.
- Ability to discern information that would be of interest or pertinent to the Member or for parliamentary business.
- Knowledge and ability to use MS-Office suite and other systems supported by the House.

Education and Experience

- University degree or post-secondary education from a recognized institution in political science or a related field, combined with experience working with senior management OR an acceptable combination of education, training and relevant experience.