

<b>Job Title:</b>	Constituency Assistant – Correspondence & Outreach Assistant		
<b>Employer:</b>	Patrick Weiler, Member of Parliament for West Vancouver – Sunshine Coast – Sea to Sky Country		
<b>Location:</b>	Constituency Office 6367 Bruce Street, West Vancouver, B.C.	<b>Working Conditions:</b>	Travel may be required and occasional long hours and some weekends
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Regular (full-time)
<b>Reporting to:</b>	Executive Assistant & Director of Communications	<b>Language Requirement:</b>	English

Reporting to the Executive Assistant and Director of Communications, the Correspondence & Outreach Assistant is responsible for ensuring the Member maintains an effective and proactive presence in the community, as well as timely service, by providing a wide range of communications and outreach support.

The Correspondence & Outreach Assistant works with other members of the team to provide an excellent service to the MP’s constituents and to support the MP’s Parliamentary work. The position is a key operational strategist in advancing and facilitating the Member’s main objectives and priorities through outreach, communications, research and other strategic activities.

**Duties and Responsibilities**

**Correspondence and Communications:**

- Assists the Director of Communications with drafting communications materials including, but not limited to, householders, fliers and cards.
- Drafts correspondence for the Member’s attention, checks in regularly to ensure their accuracy and uniformity of information, as well as the correctness of style, format and content. If necessary, makes changes to the documents.
- Researches, analyzes and identifies information for the preparation of correspondence, presentations, and briefings.
- Researches data, analyses findings and prepares comprehensive reports or summaries corresponding to the Member’s interests or that are relevant to local stakeholders.
- Reviews news media and prepares background information to ensure that the Member and staff are continually kept abreast of emerging and evolving issues, and of areas of possible interest or concern.
- Monitors Parliament and other government legislatures and bodies for upcoming motions, debates and statements.
- Helps with special projects that aim to improve the effectiveness of the office’s communication and outreach operations.
- Performs other related duties within the scope of the position.

**Outreach:**

- Calling constituents on a regular basis on behalf of MP Patrick Weiler to determine how the federal government can provide support.
- Manages responses from constituents by tracking trends in topics of concern, triaging requests to the appropriate team member and ensuring their execution, and researching and responding to enquiries within the Assistant's appropriate scope.
- 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.

**Required Qualifications and Skills:**

- University degree or an acceptable combination of education, training and relevant experience.
- Excellent organization and communications skills, both verbal and in writing.
- Ability to research, analyze and synthesize complex findings in short periods of time.
- Knowledge of issues management principles and practices to develop strategic responses on the communications and messaging requirements relating to sensitive and complex matters.
- Ability to create and manage multiple priorities, meet strict deadlines, and work independently to efficiently manage multiple and concurrent projects in a high stress environment.
- Tact, diplomacy, high degree of discretion, and superior skill in building and maintaining work relationships with internal and external clients.
- Organization and priority-setting skills, as well as attention to detail.
- Knowledge of current events and the political and parliamentary environment, combined with highly developed communications skills to provide strategic communications products and services relating to high-profile, politically sensitive issues. Deep interest in Canadian politics, and awareness of active global issues.
- Ability to discern information that would be of interest or pertinent to the Member or for parliamentary business.

**Precedence will be given to applicants with the following qualifications and skills:**

- In-depth knowledge of communications theories, principles, practices and delivery methods.
- Proficiency with Microsoft Word, Excel, PowerPoint, Publisher and Outlook.