

<b>Job Title:</b>	Constituency Assistant – Community Liaison – Sea to Sky		
<b>Employer:</b>	Member of Parliament		
<b>Location:</b>	Home-based/Remote	<b>Working Conditions:</b>	Travel will be required, irregular and occasional long hours and some weekends
<b>Language Requirement:</b>	English	<b>Position Type:</b>	Regular, Part-time

**Job Purpose**

The Community Liaison will support the Member of Parliament (the “MP”) in their constituency duties to ensure there is a consistent and accessible presence of the MP in the Sea to Sky communities. The Community Liaison is the first point of contact for constituents in the region and the Liaison maintains direct communication with constituents and community stakeholders to ensure their priorities and concerns are well understood and acted upon by the MP. The Community Liaison organizes various events in the region to build relationships, and share information.

**Duties and responsibilities**

The Constituency Assistant serves as a point of contact for constituents in the communities in the Sea to Sky to provide client service, a consistent exchange of information and a personal touch on behalf of the MP and the Government of Canada. The Constituency Assistant works remotely but is welcome to work in the Constituency office as well.

**Public Relations**

- Main point of contact for constituents and stakeholders in the communities in the Sea to Sky.
- Maintains effective and positive communications between the communities in the Sea to Sky and the MP.
- Promotes community engagement by hosting community meetings (such as public Townhalls, roundtable discussions, information sessions etc.) throughout the Sea to Sky.
- Complete community outreach by sharing government messages and offering information about government programs and assistance available through community meetings, informational pamphlets or direct communication with stakeholders and constituents.
- Monitors and tracks community events and media alerts to keep the MP up to date on news and issues in the specific communities.
- Helps coordinate funding announcements, and other official Government of Canada events in the region.
- Communicates with press and local authorities, as requested.

**Community Outreach**

- Acts as a middle person between House of Commons and residents, helping to voice and elevate concerns and issues raised by constituents, communicating them to appropriate ministries on behalf of the MP.
- Proactively connects with community stakeholders on behalf of the MP to ensure stakeholder priorities are well understood.
- Meets with local residents when the MP is unavailable, to maintain direct communication between community members and the MP.
- Maintains a log of community stakeholders, their priorities, office actions and regular follow up.
- Meets with stakeholders and individuals who want to be connected to government officials. May be asked to assist with letters of support, status updates, and mediation, as needed.
- Attends community meetings and gatherings with MP or on the MP’s behalf.

- Triages incoming requests for MP meetings, speaking engagements, and more to the appropriate colleague in the MP's office.
- Communicates with colleagues in the MP's office to enable cohesive contact between Ottawa and the Sea to Sky.
- Responds to email and phone enquiries.
- Acts as gatekeeper to the MP, whose valuable time in the Riding is precious.

#### **Administration**

- Manages MP's schedule and extensive calendaring for the Sea to Sky.
- Works with colleagues in the MP's Office to coordinate and prepare for meetings, events and in person MP events, including but not limited to: drafting agendas and broader communication, organizing Townhalls, ordering and setting up food and beverages for meetings and events.

#### **Qualifications**

The Constituency Assistant deals with a wide variety of issues and situations, and therefore needs to be flexible and highly adaptable. They must appear professional and capable, approachable and trustworthy and be committed to contributing to a respectful work environment.

Qualifications and skills include:

- Generalized business experience is required.
- A valid driver's license is required.
- Residency in the Sea to Sky is required.
- A secondary degree (university and/or other areas of study), especially the field of human services, is an asset.
- Strong connections with individuals and stakeholders in the Sea to Sky region.
- Other assets include: general knowledge of government, current affairs, politics, and world events and experience with other levels of government.
- Proficient in computer skills including Microsoft Outlook, Excel, Word.
- Ability to work independently as well as in a diverse team environment.
- Ability to empathize and deal professionally with people in emotionally-charged states.
- Experience with high pressure environments and coping under pressure while remaining adaptable, flexible, composed and professional.
- Excellent communication skills both written and oral and ability to stay on-message and strong people-skills.
- Ability to anticipate team and executive needs and work collaboratively.