



Job Opportunity – Elections Assistant

Employment Type:	Two month term
Salary:	Loss of salary
Schedule:	Monday to Friday, seven (7) hours per day
Group:	Excluded
Location:	Based in the nearest Prairies Regional Office

Note: Some overtime and/or travel may be required, as assigned by the REVP. No relocation expenses will be provided.

Responsibilities:

- Under the supervision of the Regional Executive Vice-President (REVP), and in collaboration with the Regional Political Communications Officer, the Elections Assistant will be responsible to coordinate participation in election-related events, in accordance with the Elections Act.
- The Elections Assistant will monitor ongoing issues and developments in target ridings and liaise with REVP's office on required actions.
- The Elections Assistant will be responsible to draft election materials as needed, including posters, handouts, website content, etc., to be reviewed and finalized by Regional Political Communications Officer.
- The Elections Assistant will establish connections with community allies around various issues.
- The Elections Assistant will compile an updated and comprehensive list of candidate information, including contact information for parties.
- The Elections Assistant will assume a leadership role in online engagement including social media, message boards, comments sections, etc.
- The Elections Assistant will provide assistance to Area Councils, as required, on coordination of election events and actions.
- The Elections Assistant will also undertake any other election-related tasks or projects, as determined by the REVP

Qualifications

- Past experience with election campaigns
- Demonstrated interest in politics
- Knowledge of and experience within the trade union movement, and of the PSAC structure
- Experienced with using various social media platforms
- Ability to find sources of information to provide data for specific purposes
- Ability to work independently
- Ability to meet specific timelines for completion of projects
- Good oral and written communication skills in English



How to Apply

Please send your resume to Jeffrey Vallis, Regional Political Communications Officer – PSAC Prairie Region, by Thursday, August 27 at 4:30 p.m., at vallisj@psac.com

Please submit your résumé stating how your knowledge, skills and abilities relate to the qualifications of the position. Additionally, please include the completed assignment, as outlined below, to help us assess your suitability for the position.

Assignment

**Please respond to both questions*

1. Write a response to this online article/video “fact-checking” PSAC’s latest campaign in the style of a letter to the editor, as if you were an elected PSAC union leader. This article comes from the right leaning blog *The Rebel*, run by Conservative lobbyist and media personality Ezra Levant.

http://www.therebel.media/fact_checking_the_public_service

2. Choose ONE of the social media comments below and draft a short response as a proud, public service worker (not on behalf of the union). These comments are real comments from the PSAC national Facebook page.

- a) you gotta be kidding me BLEEDING ! -- the PSAC Union is acusing the Gov of Bleeding them -but the PSAC Union has been bleeding the public purse for - like - along time -- (kettle meet black)- geez
- b) Harper runs Canada the way a business is supposed to be run.....cut the fat.....although Canada has created over a million new jobs you blind people don't see that.....when you look at the alternative we as a country have no choice.