

JOB DESCRIPTION

Job title: Director of Operations for Quebec (**DOQ**)
Service: Political Operations
FTP: Full time
Location: Ottawa

Reports to: Executive Director

Summary:

The DOQ ensures that Quebec regional organizers are informed on Party issues, and facilitates good communication and an efficient resolution process between the regions, the EDAs, and Party Headquarters (CPC HQ). The candidate must also prepare the Conservative Party of Canada in Quebec for the next election and organize training for candidates and EDAs.

The ideal candidate has broad experience in political organizing in the field; a diversified experience of politics, campaigns, and conventions; a large political network; and be highly regarded as a person of integrity, that can be trusted, and has real team spirit. The right candidate must be committed to ensuring that regional organizations are well represented at CPC HQ.

Job requirements:

Training:

- A University degree in political science, communication, trade, information technology or in a connected field is required.

Experience:

- Five to ten years' experience as a political organizer or similar position.
- Significant political experience within the context of elections, Party conventions, Leadership races, etc.
- Excellent understanding of the Canadian political federal system.
- Excellent understanding of the principles, policies, and culture of the Conservative Party of Canada.
- Supervisory experience is a strong asset.
- Client service-oriented.
- Experience working with non-governmental organizations or managing volunteers is also an asset.

Language requirements:

- Bilingualism (English and French) is required.

Schedule:

- The person filling this position must work regular business hours, but also during the evenings and on weekends when necessary.
- The person filling this position must be ready to answer requests from the people they are managing and is also able to respond to emerging issues.

General Skills:

- Strong leadership skills - able to guide, monitor, manage and motivate his staff.
- Excellent aptitudes in human relations and in servicing clients (positive, professional, courteous, and oriented toward client service).
- Capacity to communicate easily and in a convincing way - to write with clarity.
- Capacity to create networks, collect information, and file reports.
- Strong initiative and sense of responsibility. Works well under minimal supervision, showing good professional judgment.
- Team spirit, excellent interpersonal skills, is able to collaborate with others.
- Excellent organizational skills.
- Critical and analytical mind; a problem solver.
- Capacity to work in a dynamic and changing environment.
- Ability to meet tight deadlines, under pressure.
- Diplomatic, discreet and reliable.
- Capacity to motivate others.

Knowledge and Technical Skills:

- Learn and use CIMS/C2G systems, Salesforce, etc. - *and* train others.
- Excellent knowledge of Microsoft Office (Word, Excel, Outlook, etc.).

Interested candidates must send their resumes by June 23rd, 2017 to:

Conservative Party of Canada
130, Albert Street, Office 1720
Ottawa (Ontario) K1P 5G4
Fax: 613-755-2001
Emails: jobs@conservative.ca

Only candidates chosen for an interview will receive a response.

The Conservative Fund Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.