

JOB POSTING

Position Title: Regional Organizer (Quebec)

Position FTE: Permanent Full-Time

Location: Quebec city area

Reporting Structure: Reports to: Director of Quebec Operations

Summary

The Regional Organizer represents CFC/CPC HQ in the regions. They are responsible for ensuring a timely and accurate flow of information to/from HQ to their assigned region. They are a facilitator and bridge to ensure the best stakeholder relations and the best levels of service are being provided from the central Party to the local EDAs.

The Regional Organizer has two central roles. The first role is their responsibility working in the field laying the groundwork to win the next election and connecting Electoral District Associations and National Headquarters. This includes identifying and recruiting candidates, assisting with running nomination meetings, and general regional election preparations. The second role is their responsibility for day to day party business which includes traveling within the region, meeting people, attending EDA meetings, supporting EDAs, and ensuring EDA legal compliance (financial, Elections Canada, etc.).

The Regional Organizer is the regional “eyes and ears” of the central party. They are the helpful hand and coach who ensures that regional/EDA needs are brought to the national table in a timely manner and that assistance is obtained when needed in a seamless manner. They are a first point of contact with the EDA/local campaign. They use their people, planning, problem solving and communication skills to ensure strong effective supporting relations between HQ and the regions/EDAs/local campaigns.

The ideal candidate has a wealth of political/campaign experience, knowledge and contacts in the specific region, and has the integrity, diplomacy, and people skills to communicate and solve issues early before they become an obstacle to success.

Position Requirements:

Education:

- Grade 12 Diploma or equivalency
- Completed Post-secondary education (degree preferred) in Political Studies, Communications, Commerce, or Information Technology or a related field is necessary.

Experience:

- 3-5 years minimum past work experience in a political, public relations, marketing, or customer service role
- Political experience in running/participating in elections, party conventions, leadership campaigns, etc.

- Excellent understanding of the Canadian federal political system and the principles, policies and culture of the Conservative Party of Canada.
- Strong knowledge of assigned region, geography, demographics, culture, languages, regional and local issues
- Customer service experience and/or stakeholder relations experience would be an asset
- Experience working with non-profit organizations, volunteer boards of directors, and/or volunteer management would be an asset.

Language Requirements:

- Proficient English and French (spoken, written, comprehension) is mandatory

Schedule

- Must be willing to work both normal business hours and evenings and weekends when needed

Soft skills:

- Excellent customer service skills - you are positive, professional, courteous and service-oriented
- Ability to communicate fluently and persuasively with the ability to write clearly and concisely
- Ability to network, collect information, and to make reports
- Initiative, responsibility: works well with little direction, exercises sound professional judgement
- Good team player, excellent interpersonal skills: can collaborate with others
- Strong organizational and problem-solving skills
- Critical thinking, analysis, follow-through, problem solving, and issue escalation
- Ability to work in a fast-paced, changing environment
- Ability to work under a deadline
- Diplomatic, discrete, and trustworthy
- Ability to motivate others

Knowledge and Technical Skills:

- Ability to learn, use, and train others on CIMS/C2G, Salesforce, etc.
- Strong knowledge of Microsoft Office (Word, Excel, Outlook, etc.)

Interested candidates should submit their résumé by November 17th, 2017 to:

Human Resources Department
 Conservative Party of Canada
 130 Albert St., Suite 1720
 Ottawa, ON, K1P 5G4
 Fax: 613-755-2001
 Email: jobs@conservative.ca

Only candidates selected for an interview will be contacted.

We thank all applicants for their interest and support of the Conservative Party of Canada.

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.