

Job Duties

Press Secretary, Quebec

- Help create and oversee the implementation of an overall strategy for media services and communications with the goal of creating a strong, coherent message and image of the Conservative Party of Canada in Quebec.
- Effectively manage resources for the communications and media services with the Director of Quebec Operations.
- Oversee the production of a weekly summary of key activities.
- Plan and oversee the preparation of the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programs.
- Produce or oversee the production and maintenance of external media communications.
- Identify audiences and appropriate media formats for communications.
- Analyse the effectiveness of our communications strategy.
- Analyse return on investment for all communications investments and activities.
- Produce reports for internal analysis as needed.
- Build community relations by attending events as needed.
- Work with Conservative Parliamentarians, their staff, and elected Leadership to align and coordinate messaging from the Party with that coming from our Parliamentarians.
- Oversee and approve the production of press releases for EDAs and candidates.
- Develop strategies to effectively deliver press releases to media, communicate benefits to media outlet of accepting press releases.
- Develop working relationships with the Quebec media.
- Oversee the planning of and participation in events to foster better community relations
- Devise and coordinate media and photo opportunities.
- Produce a weekly report on key political issues to be shared with Election Readiness team
- Participate on the national election team and advise local campaigns/EDA on media issues.
- Provide Media Training and expert advice to candidates and EDAs in Quebec.
- Manage the public relations and media aspects of any potential or present crisis situation.
- Perform other duties as necessary.

Regional Organizer for Western Quebec

- 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

Core Competencies:

- Communications, Analytical Thinking, Decision Making, Leadership, Integrity, and Networking/Relationship Building

Personal Competencies:

- Honest, Trustworthy, Team Player

Position Requirements:

- Degree in Communications, Public Relations or Journalism or related discipline.
- Minimum of 5-10 years of direct work experience in a communications or public relations capacity – supervisory experience preferred.
- Knowledge of federal political parties, the operation of government, current events, and the role of the media in Canada is essential. .
- Proven ability to prepare and implement communications strategies in a variety of media.
- Excellent oral, written and interpersonal communication with strong writing and editorial abilities.
- Highly effective skills in project management, prioritization, multi-tasking, and time management.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
- Ability to plan, organize and effectively present ideas and concepts to groups. Ability to assimilate information from a variety of sources.
- Ability to analyze information, and recommend courses of action to be taken.
- Thorough knowledge of the principles of effective communications and mass media, publicity, advertising, policies, education, community relations, demonstration, organization structure, social service, and government relations, as they relate to our organization.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, e-mail and Adobe desktop publishing and web-authoring products.
- Knowledge of graphic design skills and an eye for aesthetics.
- Capacity to work well in a team.
- Detail oriented.

Working Conditions:

- Office environment
- Travel is required
- Ability to attend and conduct meetings/presentations
- Manual dexterity to use computers and electronic equipment
- Work extra hours as needed to meet deadlines

Language Requirements:

- Bilingual
- Excellent verbal and written communication skills

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 January 19th, 2018 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.