

JOB POSTING

Position Title: Researcher
Department: Election Readiness
Position FTE: Full-Time Indeterminate
Location: Ottawa

Reporting Structure:

Reports to: Executive Director

Summary:

Researchers are responsible for supporting the organization with reliable, accurate, and timely information. Responsibilities include (but are not limited to): candidate background checks, daily media scans, fact-checking, and creating dossiers on federal riding, and pertinent issues as they arise. Attention to detail, good political judgement, patience and flexibility are key components of success in this position.

Position Requirements:

Education:

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

Experience:

- Political experience in running/participating in elections, party conventions, leadership campaigns, etc.
- Any background in a research based field
- Experience with Statistics and Data Analysis
- 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
- Experience working with non-profit organizations, volunteer boards of directors, and/or volunteer management would be an asset.
- Experience working for a Member of Parliament would be an asset

Schedule:

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

Soft skills:

- Attention to detail
- Extensive knowledge of government publications and programs
- Strong writing skills
- Excellent time-management skills
- Discrete and show good political judgement

Language Requirements:

- English (French is an asset)

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 Friday, January 26, 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

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.

Only candidates selected for an interview will be contacted.

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