



JOB POSTING

Position Title: Outreach Coordinator
Position FTE: Contract Part-Time
Location: Greater Vancouver Region
Reporting Structure: **Reports to:** Dustin van Vugt, Executive Director

Summary:

The Outreach Coordinator is responsible for ensuring the Conservative Party of Canada has a visible presence in cultural communities across Canada.

Position Requirements & Job Duties:

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

The Outreach Coordinator has experience responsibly managing a budget and will be responsible for identifying key Community events and advertisement opportunities.

Work with EDAs to identify key demographic features of their riding, and identifying which events would be beneficial for their EDA (and potential candidate) to attend.

Create and maintain key contacts in each community group, and encourage ongoing dialogue between community groups and EDAs where appropriate.

Engage different community groups in the policy consultation process that is ongoing in the CPC.

Facilitate membership recruitment efforts between the EDAs and community groups.

Monitoring key issues in ethnic communities and preparing English and multilingual CPC statements on positions and responses

Planning for stakeholder EDAs to grow CPC support alongside demographic trends to attract new support, CPC members and eventually, candidates.

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:

- 1-3 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

Language Requirements:

- Proficient English (spoken, written, comprehension) is mandatory
- All other languages would be a valued asset

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 June 6, 2018 to:

Human Resources Department
Conservative Party of Canada
130 Albert St., Suite 1720
Ottawa, ON, K1P 5G4
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.