



JOB DESCRIPTION

Position Title: Digital Assistant
Department: Digital Operations
Position FTE: Full-Time
Location: Ottawa, Ontario
Reports to: Director, Digital Operations

We are looking for a creative, energetic, digitally-savvy, hard-working person to join our collaborative digital team! Do you love conservative politics, social media, and fundraising? If so, this job might be for you.

YOU:

- ✓ Have experience managing public social media accounts / pages
- ✓ Have meticulous, near obsession-like attention to detail
- ✓ Are familiar with and interested in Canadian federal politics
- ✓ Love communicating ideas in creative ways
- ✓ Possess a deep understanding of modern social media trends (Facebook, Twitter, Instagram, and beyond)
- ✓ Have great writing skills, and examples to prove it
- ✓ Are incredibly organized
- ✓ Thrive while multitasking under pressure
- ✓ Are eager to learn new skills and about new topics
- ✓ Support the aims, goals, and principles of the Conservative Party of Canada
- *Graphic design skills are a strong asset*
- *Website management experience (Wordpress, HTML / CSS) is a strong asset*
- *Experience in a political office is an asset*
- *Experience with photography / videography is an asset*

WE:

- ✓ Are an engaged, collaborative, exciting team
- ✓ Work incredibly hard and have a lot of fun
- ✓ Set ambitious targets, then shatter them



Conservative Party of Canada • Parti conservateur du Canada

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- ✓ Offer room for advancement
- ✓ Offer a competitive salary
- ✓ Offer a great benefits plan
- ✓ Pay for relevant skills training

Does this sound like a good fit for you?

If so, email your resume to jobs@conservative.ca by September 21, 2018.

Or mail to:

**Conservative Party of Canada
130 Albert Street Suite 1720
Ottawa, ON K1P 5G4
Fax: 613.755.2001**

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 notified. We thank all applicants for their interest in working for the Conservative Fund Canada / Conservative Party of Canada.