



JOB DESCRIPTION

Position Title: Social Media Assistant

Department: Digital Operations

Position FTE: Temporary – 6 months (May – October 2019)

Location: Ottawa, Ontario

Reports to: Director, Digital Operations

We are looking for a skilled, creative, energetic, hard-working Social Media Assistant 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 in hands-on email marketing and social media management.
- ✓ Are familiar with and interested in Canadian federal politics
- ✓ Are comfortable with website content management (WordPress + NationBuilder + HTML / CSS)
- ✓ 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
- ✓ Have meticulous, near obsession-like attention to detail
- ✓ 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

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

1720 - 130 ALBERT STREET • OTTAWA, ONTARIO K1P 5G4
PHONE: 613-755-2000 • FAX: 613-755-2001

130, RUE ALBERT, BUREAU 1720 • OTTAWA (ONTARIO) K1P 5G4
TÉLÉPHONE : (613) 755-2000 • FAX : (613) 755-2001

**Does this sound like a good fit for you?
If so, submit your resume by May 16, 2019 to:**

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