

Opening: Community Liaison Officer

The Opposition Office (Green) provides non-partisan support for elected members of the Green Party of PEI in completing their duties as members of the Legislative Assembly of Prince Edward Island.

Employment Conditions

Start Date: Immediately

Salary: \$50,000 per annum

Employment Tenure: Permanent; Full time

Work Hours: 37.5 hours per week. Days, some evenings and weekends

Work Location: Coles Building, 175 Richmond Street, Charlottetown, PE (or vicinity)

Duties

- Provide support for all constituency inquiries
- Coordinating and conducting constituency case work, ensuring appropriate follow-up and confidentiality.
- Maintaining and coordinating appointment schedules, and making arrangements for meetings and other OTP activities and events.
- Organize public engagement events
- Responding to calls, mail, email, and other communications.
- Travel throughout the Island to attend constituency meetings with MLAs
- Other duties as required

Qualifications

Languages: English required; French is an asset

Education: High school diploma; some post secondary preferred.

Required Skills: Effective written and oral communication skills; Experience dealing with the public; Strong problem solving skills; Attention to detail and ability to follow up; Computer use (word processing, spreadsheets, other software); Ability to work independently; Organization and task management.

Licenses: Valid driver's license and access to reliable vehicle required

How to Apply

By email: jlmackinnon@assembly.pe.ca

Deadline: 22 May 2019

For more information please contact Joanne MacKinnon, Chief of Staff
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902-620-3977