

Opening: Policy and Communications Coordinator

Opposition Office (Green), Legislative Assembly of Prince Edward Island

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

- Support the Senior Policy Advisor and Communications Director in their work
- Research and write policy briefs
- Track standing committee schedules and provide briefing materials for MLAs
- Write motions, press materials and speaking notes
- Actively manage website and social media platform
- Other duties as required

Qualifications

Languages: English required; French is an asset

Education: Completion of a post-secondary degree in communications, public administration or a related field; equivalencies will be considered

Experience: Experience working in either public policy or communications considered an asset

Required Skills: Effective written and oral communication skills; Strong analytic skills; Strong research and problem solving skills; Attention to detail; Computer use (word processing, spreadsheets, other software); Ability to work well on a team as well as independently; Strong organization and task management.

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