

Opening: Director of Communications

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: \$60,000 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

- Providing strategic communications advice to caucus
- Researching and writing communications products such as speaking notes, House statements and briefing materials
- Maintaining media relations
- Planning press conferences and other public events
- Maintaining the caucus office website and social media accounts
- Producing social media content including videos, infographics, etc.
- Drafting newsletters, correspondence, reports, and other written materials.
- 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: Minimum two years communications experience, preferably in government or non-profit sectors

Required Skills: Effective written and oral communication skills; Ability to provide strategic advice; Basic video production skills; Computer use (word processing, spreadsheets, other software); Ability to work effectively with others; Ability to work independently; Organization and task management.

Valid driver's license is an asset.

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