

Position: Constituency Assistant for Regina Elphinstone-Centre MLA Meara Conway

Full Time: Based in Regina

Type: One full time position or the possibility of two part time positions.

Hours of Work: 7.2 hours/day or 36 hours per week if fulltime. If two positions, hours will be divided between two people.

Salary: as per Collective Agreement; COPE 397

Date Posted: November 13, 2020

Job Description:

This is a full time position based in the Regina Elphinstone-Centre constituency of Regina. Duties include responsibility for managing all aspects of the MLA's constituency office, including case work, financial management, dealing and responding to concerns of constituents, excellent computer & data skills, research and communication, constituent outreach and attending meetings with or on behalf of the MLA, Meara Conway. This position will have a heavy emphasis on case work,

Primary Responsibilities:

- Dealing with casework referred to the MLA from constituents, including evaluating information; checking its accuracy; investigating complaints; referring to relevant government offices if appropriate; and preparing MLA responses to constituents.
- Managing the financial accountability for office expenditures; ordering materials and supplies; preparing and authorizing payments; and maintaining the budget;
- Researching and communicating information to respond to the inquiries made by constituents of the MLA, issues that impact the riding, and the MLA's critic areas, which include Social Services, Housing, and Community Organizations;
- Computer/data skills
- Attending meetings/functions with the MLA or representing the MLA when necessary.

Qualifications:

The successful candidate will possess the following knowledge, skills and experience:

- Strong organizational skills, including the ability to set priorities and manage several tasks simultaneously;
- Strong interpersonal skills, including the ability to deal courteously with members of the general public, including communities facing multiple barriers to accessing assistance and services;
- Strong oral, written communication and research skills;
- Strong computer skills, including facility with Microsoft Office and other common software packages;
- Familiarity with the organization of civic, provincial and federal governments;
- Familiarity with the duties of a Member of the Legislative Assembly;
- Some familiarity with the procedures of the Saskatchewan Legislative Assembly;
- Some familiarity with the organization and operations of the NDP;
- Significant familiarity with the issues affecting people in Regina Elphinstone Centre. Assets include knowledge of or experience with various public programs and services in the areas of income assistance, child and family services, disability, and housing;
- Familiarity with the community of Nations and Bands on Treaty 4 territory and the historical context of current-day Indigenous/settler relations;
- Some familiarity of the various community organizations providing services and supports throughout the riding and/or a strategy for identifying these agencies;
- Some familiarity with tools to manage stress and promote well-being in the social care context.

Applications for this position will remain open until 5:00 p.m. Thursday, November 26, 2020. Interested candidates should submit a resume, and cover letter to the email address below. Resumes should include the name of a minimum of three references willing to speak to the candidate's knowledge, skills and experience.

Meara Conway Email: mconway@ndpcaucus.sk.ca

The NDP is an Employment Equity Employer

This position is covered by the provisions of the Collective Agreement between COPE Local 397 and the Saskatchewan NDP Caucus.