

**Position Title:** Constituency Assistant for Saskatoon University MLA Jennifer Bowes

**Full Time:** Commencing ASAP

**Hours of Work:** 7.2 hours/day or 36 hours per week

**Salary:** As per Collective Agreement COPE 397

**Date Posted:** November 13, 2020

**Job Description:**

This is a full time position based in Saskatoon. Main duties will 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, and attending meetings with or representing the MLA.

**Primary Responsibilities:**

- Dealing with casework referred to the MLA from constituents, which includes 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 issues/inquiries made by constituents of the MLA, issues that impact the riding, and the MLA's critic areas, which include Advanced Education, Innovation, Status of Women and Associate critic for Labour;
- Computer/data skills including MS Word, Excel, PowerPoint
- 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;
- 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 organization and operations of the New Democratic Party;
- Familiarity with the duties of a Member of the Legislative Assembly including critic area, and with the procedures of the Saskatchewan Legislative Assembly; and
- Familiarity with the issues affecting people in Saskatoon University.

Applications for this position will remain open until 5:00 p.m. on Thursday, November 26, 2020. Interested candidates should submit a resume, and cover letter to:

**Jennifer Bowes, MLA Saskatoon University at: [jbowes@ndpcaucus.sk.ca](mailto:jbowes@ndpcaucus.sk.ca)**

Resumes should include the names of references willing to speak to the candidate's knowledge, skills and experience. Applicants must be a member in good standing with the New Democratic Party of Saskatchewan.

Interviews will be held shortly after the competition closes.

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.