

Position Title: COMMUNICATIONS OFFICER I (IN-SCOPE DIGITAL PERMANENT)
Saskatchewan NDP Caucus

Full Time: Commencing ASAP

Hours of Work: 8:00 a.m. to 5:00 p.m. (8 hours per day)

Salary: As per Collective Agreement COPE 397

This is a full-time position based in Regina at the Legislative Building. Main duties will include: assisting in the planning, development, and delivery of key messaging for the Saskatchewan New Democratic Party Caucus. The target audience for such communications will include media, stakeholders, and members of the general public. This will typically be accomplished through the creation of various types of digital content, print ads, and other promotional materials supporting the New Democratic Party Caucus Management Team and the New Democratic Party Members of the Legislative Assembly.

Position Manager: Director of Communications & Media Relations

Key Duties and Responsibilities

- Create and publish relevant, original, high-quality content in support of the New Democratic Party Caucus, including but not limited to print and digital ads, social media content, infographics, video clips, newsletters, pamphlets and flyers, other promotional materials, correspondence, speeches, oral and written questions and Members' Statements;
- Maintain a regular publishing schedule for all caucus channels;
- Provide support to Constituency Assistants in writing, creating, editing, and delivering digital content, ads, and other promotional materials for use by Members;
- Monitor provincial news media and social media for the purpose of political issue identification;
- Summarize politically significant provincial media in a timely manner and provide it in a useable fashion to all Members and staff of the Saskatchewan New Democratic Party Caucus.

Necessary Qualifications and Experience

- One to two years of experience in communications (an equivalent combination of education and experience will be considered);
- Highly proficient in Adobe Creative Cloud applications (Photoshop, Illustrator, InDesign, After Effects, Premiere Pro) or other comparable design applications;

- Exceptional oral and written communications skills, with a proven ability to effectively deliver a message to a specific audience;
 - Experience with the creation of digital promotional strategies;
 - Demonstrated ability to plan and organize events;
 - Demonstrated ability to engage and motivate volunteers;
 - Experience providing staff support to senior management;
 - Demonstrated ability to manage multiple tasks in a high-pressure work environment and to prioritize competing demands with minimal supervision;
 - Demonstrated ability to work varied hours with minimal notice;
 - Strong interest in politics;
 - Membership in good standing with, and active involvement in, the Saskatchewan New Democratic Party.
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Applications for this position will remain open until 5:00 p.m. January 18, 2021. Interested candidates should submit a resume, and cover letter to:

**Cheryl Stecyk, Director of Admin & Human Resources
Saskatchewan NDP Caucus
Email: cstecyk@ndpcaucus.sk.ca
Phone: 306-787-7389**

Resumes should include the names of references.

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.