

**POSITION TITLE: OPPOSITION COMMUNICATIONS COORDINATOR II
(IN-SCOPE PERMANENT)**

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

Position Summary

This is a full-time position based in Regina at the Legislative Building. The successful applicant will assist in the planning, development, and delivery of messaging for the Saskatchewan New Democratic Party Caucus in the role of caucus press secretary. The target audience for such communication will include: media, stakeholders, and the members of the general public. This will be typically accomplished through media relations, key messaging, speeches, correspondence, advertising, and other materials supporting the New Democratic Party Caucus Management Team and Members of the New Democratic Party Members of the Legislative Assembly (MLA).

Position Manager

Director of Communications and Media Services

Key Duties and Responsibilities

- Develop and write a variety of tactical material in support of the New Democratic Party Caucus efforts including, but not limited to: press releases, media statements, general backgrounders, op-ed pieces, newsletters, correspondence, speeches, oral and written questions, and Member Statements.
- Build strong working relationships with members of the media.
- Handle media requests, identify appropriate spokespeople, and assist in response development.
- Monitor all provincial media in a timely manner and provide it in a usable fashion to all Members and staff of the Saskatchewan New Democratic Party Caucus.
- Coordinate outreach efforts to the general public and stakeholders throughout the province.
- Monitor scrums and media events, as required.
- Assemble and provide information and supporting material to the Leader of the Opposition and Saskatchewan New Democratic Party Members of the Legislative Assembly for various meetings and events.
- Brief Members and stakeholders on strategies and key messaging.

- Provide support to Constituency Assistants in developing, writing, and editing communication materials for use by Members.
- Review presentations for events and activities external to the Legislative Assembly to ensure consistency of message.
- Monitor provincial media for the purpose of political issue identification.

Necessary Qualifications and Experience

- Possess a University degree in journalism, communications or other relevant field of study.
- Three to five years experience in communication (an equivalent combination of education and experience will be considered).
- Demonstrated ability to organize and advance for New Democratic Party Caucus events.
- Experience in providing staff support to senior New Democratic Party Caucus Members.
- Proven ability to identify issues and develop strategic responses.
- Exceptional oral and written communication skills, with a proven ability to draft a message to a target audience.
- Motivated self-starter with an ability to manage multiple tasks in a high-pressure work environment.
- Ability 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 the Saskatchewan New Democratic Party.

**Applications for this position will remain open until 5:00 p.m. January 25, 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.

The position is covered by the provisions of the Collective Agreement between Cope 397 and the Saskatchewan NDP Caucus.

