



LIBERAL PARTY OF CANADA (ONTARIO) Employment Opportunity

Political Operations, Outreach Officer

The Liberal Party of Canada (Ontario), LPC (O)", represents the Federal Liberal Party and its 106 Electoral District Associations in Ontario. The LPC (O) works with EDA's, MP offices, and the thousands of members and volunteers across Ontario to ensure that we are a healthy, vibrant, election ready political organization.

The LPC (O) is currently seeking applicants for the position of, Political Operations, Outreach Officer, South West and, Political Operations, Outreach Officer, East. Duties will commence October 1, 2009. These positions are full-time contractual positions working out of the LPC (O) office in Toronto.

POSITION DESCRIPTION:

Political Operations, Outreach Officers reports to the Executive Director of the LPC (O), and are responsible for:

- Communicating with and providing assistance to EDA's
- Facilitating and officiating at Liberal Party of Canada (Ontario) meetings
- Performing general administrative functions of the LPC (O)
- Assisting in the planning and co-ordination of election and pre election efforts
- Assisting in the planning and delivery of the LPC (O)'s programs and events to its Electoral District Associations and Commissions
- Working to ensure that EDA's and commissions are in full compliance with all of the Party regulations, Elections Canada rules, guidelines and laws.
- Accepting other duties as required

QUALIFICATIONS:

- Ability to work both independently and collaboratively
- Excellent communications skills, oral and written
- Ability to work irregular and often long hours
- Excellent interpersonal, problem solving and relationship building skills
- Demonstrated computer proficient skills
- Comprehensive knowledge of the LPC (O) and its commissions is an asset
- Ability to bring passion, a strong work ethic and attention to detail to your job
- Currently hold or can obtain a Class "G" Ontario driver's license.
- Must be prepared to travel ridings within the region

Preference will be given to those with experience working on political campaigns and demonstrated knowledge of the region to be serviced. Fluency in written and spoken French is a highly desirable asset, particularly for the Eastern Outreach position

HOW TO APPLY:

No telephone calls please. Only applicants selected for an interview will be contacted. Only candidates with legal authorization to work in Canada will be considered. The Liberal Party of Canada (Ontario) is an equal opportunity employer and invites all applicants with proper credentials to apply for the positions. Applications will be accepted until 5:00 pm Monday, September 21st, 2009. If you are interested, please email a cover letter, including your salary expectations, and your resume to:

Hon. Judi Longfield,
Executive Director, Liberal Party of Canada (Ontario)
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