

**Job Posting:
Peace River Constituency Office
Constituency Assistant – Part time**

Dan Williams, MLA is seeking fill the part-time (approx. 20 hours weekly) position of Constituency Assistant.

General Description: Reporting to the Member of the Legislative Assembly, under the direction of the Constituency Manager, this position provides general office support to the Member.

Job Duties:

- Assist the member in relaying all inquiries and issues
- Maintain strong communication with constituents and in the performance of his/her public duties
- Assist in ensuring that the office is accessible to constituents through regular and consistent hours of operation, answering phone calls, e-mails and other correspondence
- Assist with office administration duties, and liaising with the Legislative Assembly Office when necessary
- Assist the Constituency Manager with MLA scheduling and outreach activities when required
- Duties are performed in accordance with the policies and procedures established by the MLA and the Legislative Assembly Office
- Assist with other duties as assigned

Qualifications and Skills:

- Academic degree in a relevant field or equivalent work experience
- Above average written and verbal communications skills
- Ability to work independently and as part of a highly motivated team
- Familiarity with MS-Windows, MS-Office, databases
- Willingness to work flexible hours, including occasional evenings and weekends

Compensation: \$22.72hr. - \$25.00/hr. based on experience. An excellent benefits package is available.

Please send application by 4:30 PM on May 6th, 2024 to: Peace.River@assembly.ab.ca

We thank all applicants for their interest; however, only candidates under further consideration will be contacted.