



Viviane LAPOINTE

MP Sudbury

Job Posting: Administrative and Communications Assistant

The office of Viviane Lapointe, Member of Parliament Sudbury is currently seeking a qualified candidate to fulfill the role of Administrative and Communications Assistant. This is a part-time position.

Job Description:

Communications

- Assist with drafting social media copy, graphics and photos (Facebook, Twitter, Instagram and LinkedIn)
- Assist with drafting communications products (mailing products, e-newsletters, brochures, etc.)
- Assist with curating and maintaining lists of community events
- Assist with Ministerial tours in Sudbury
- Assist with organization of community events (Family Day, Canada Day)

Administration

- Assist with reception duties to ensure exceptional service to constituents
- Facilitate the flow of constituent casework correspondence
- Ensure all relevant data is being collected and recorded in the CRM system
- Provide various administrative and/or reception services to the Member and staff to ensure the flow of operations and to help the constituency office achieve its goals and priorities.

Qualifications:

- Post-secondary degree/diploma
- Bilingual
- Able to work well both independently and in a collaborative environment
- Demonstrates strong analytical and problem-solving skills.
- Demonstrates excellent written and verbal communications skills.
- Thrives in a dynamic and challenging environment and is able to manage multiple priorities.
- Able to work well both independently and in a collaborative environment.
- Solid understanding of the Federal Government decision-making process

- Proficiency in all Microsoft Office Software (Word, Excel, PowerPoint, Publisher, etc.) is required, as well as experience using various social media platforms.

Employment Structure

- Hours of work: Monday to Friday, part-time (some evenings and weekends required)
- Primary location of work: Constituency Office – 93 Cedar St. Suite 302, Sudbury ON
- Salary is based on qualifications and work experience.
- To apply for the above-mentioned position, please submit your resume and cover letter to Viviane.lapointe@parl.gc.ca

Deadline: Friday, June 30th 2023

Thank you in advance for submitting an application. Please note, only those selected for an interview will be contacted.