



JOB DESCRIPTION

Position Title: National Youth Coordinator
Department: Election Readiness
Position FTE: Part Time (September – March) Part-Time, Full Time (April – August)
Location: Ottawa, Ontario

Reporting Structure: Reports to: Executive Director of the Party

Summary

The National Youth Coordinator is responsible for dealing with stakeholders that are heavily involved with the promotion and development of youth to support to further their individual knowledge/skills/abilities and the related advancement of the principles and policies of the Conservative Party of Canada. The National Youth Coordinator will provide the highest level of customer service to youth organizations, related stakeholders, Electoral District Associations, donors, members, and the inquiring public in a timely and professional manner. In addition, the National Youth Coordinator is responsible for the development, delivery and management of the Summer Intern Program.

Description of Position's Duties and Responsibilities:

- Organize and maintain Conservative Campus clubs across Canada. This involves providing clubs with advice, information, organizational support, and promotional literature, as well as working with National Council to oversee the ratification process for campus clubs.
- Work closely with stakeholders to design, develop, deliver and manage the CPC Summer Intern Program each year. This includes overseeing promotional materials, selecting participants for the intern program, documenting the program, orientating interns, arranging training and development activities, arranging speakers, assessing intern participation and learning, acting as a personal coach to interns, and collecting intern and sponsor feedback on the success of the program and opportunities to further improve the program/experience.
- Provide support to local youth stakeholders (e.g. CJPAC, CIJA), EDAs and their Presidents, Members of Parliament, candidates, headquarters colleagues, on issues related to youth. This includes efforts to further develop youth organizations and to actively engage more youth in the organization. Act informally as a Caucus Liaison between Hill and Parliamentary offices.
- Promote youth volunteering within the CPC. Assist potential volunteers in finding offices and or local associations that would allow them to gain both political and networking experience. Distribute job applications from young conservatives to offices for employment and volunteering opportunities.
- Volunteer coordination throughout the year at CPC HQ. This includes crisis management (e.g. running weekend phone banks).
- Proactive projects (organizing un-entered data)

- Conservative Party Internal Employee Liaison (Between Election Readiness Department and other departments). Represent Election Readiness Department for Social Committee, Joint Health & Safety Committee, Team Building events, etc.).
- Assist with Opposition Research.
- Build relationships with contacts on behalf of CPC Headquarters. Maintain close communications with stakeholders and youth. Create a network of information sources to further assist the Election Readiness team and HQ in accomplishing departmental and organizational goals.
- Keep immediate direct supervisors informed of all affairs in target service group. Report any issues we are having with youth organizations and/or youths.
- Compose routine correspondence in response to written and electronic communications.
- Other duties and projects as assigned.

Position Requirements:

Education:

- Grade 12
- Post-secondary education in Political Studies, Communications, Commerce, Information Technology or a related field is a strong plus

Experience:

- Past work experience in a political, public relations, marketing, or customer service role
- Political experience in running/participating in elections, Party conventions, leadership campaigns, etc.

Language Requirements:

- Proficient English (spoken, written, comprehension) mandatory
- Proficient French (spoken, written, comprehension) an asset

Schedule

- Must be willing to work both normal business hours and evenings and weekends when needed

Soft skills:

- Excellent understanding of the Canadian federal political system and the principles, policies and culture of the Conservative Party of Canada
- Excellent understanding of youth issue and managing/influencing youth
- Excellent customer service skills - you are positive, professional, courteous and service-oriented
- Ability to communicate fluently and persuasively with the ability to write clearly and concisely
- Ability to network, collect information, and to make reports
- Initiative, responsibility: works well with little direction, exercises sound professional judgement
- Good team player, excellent interpersonal skills: can collaborate with others
- Strong organizational and problem-solving skills
- Critical thinking, analysis, and follow-through
- Ability to work in a fast-paced, changing environment
- Ability to work under a deadline
- Diplomatic, discrete, and trustworthy

Knowledge and Technical Skills:

- Youth Issues
- Volunteer Management skills
- Training & Development skills
- Research skills
- Strong knowledge of Microsoft Office (Word, Excel, Outlook, etc)

The Conservative Fund Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Interested candidates should submit their resume by October 23rd 2020 to:

**Conservative Party of Canada
130 Albert Street Suite 1720
Ottawa, ON K1P 5G4
Fax: 613.755.2001
Email: jobs@conservative.ca**

Only candidates selected for an interview will be notified. We thank all applicants for their interest in working for the Conservative Fund Canada / Conservative Party of Canada