

# Part-Time Constituency Assistant

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Are you interested in getting involved in the public sector? Whether you're a student, or young professional seeking valuable experience in office administration and public relations, this opportunity may be the perfect fit for you.

The Calgary-Fish Creek Constituency Office is currently hiring a Part-Time Constituency Assistant to support office operations, community engagement, and light administrative duties. This is a temporary part-time position (September–April), with the potential to transition into a temporary full-time role (May–August).

This hybrid position offers flexible hours (maximum 20hrs/week), requiring at least one in-office day per week, along with occasional evening and weekend availability to attend events and meetings.

## **Duties as a Constituency Assistant:**

- **Community Outreach:**

Monitor community activities to keep the Member informed of local issues and events. Support the Member within the constituency by providing information, maintaining active communication with key stakeholders (including constituents and community associations), assisting with public relations, helping organize community and special events, and representing the Member at official public and community functions as requested.

- **Communication:**

Receive and relay office inquiries to the Member and senior staff. Support constituents by gathering information, addressing questions, and connecting them with appropriate resources. Refer matters to senior staff or the Member for follow-up when necessary.

- **Administrative Support:**

Maintain up-to-date contact lists for community outreach. Assist in developing strategies and systems to ensure efficient and responsive constituency operations. Coordinate the preparation of letters and correspondence on behalf of the Member. Collaborate with senior staff on planning and calendar management. Ensure the smooth day-to-day functioning of the constituency office.

## **The ideal candidate will demonstrate the following skills and attributes:**

- Strong customer service orientation
- Professional reading and writing abilities

- Excellent communication skills, including public speaking and social media engagement
- Effective time management and organizational skills
- Flexibility and adaptability to schedule changes
- Ability to perform well under pressure
- Strong problem-solving and critical thinking capabilities
- Technical proficiency with computers, including: Microsoft 365 (Word, Excel, PowerPoint, Teams, Outlook)
- Willingness to learn additional technical tools as needed
- Solid research and information-gathering skills
- Ability to work independently as well as collaboratively within a team
- High level of integrity and discretion when handling confidential information

### **Requirements for this job:**

- Ideally enrolled in a university undergraduate, graduate, or college program in a related field
- Working towards or have a certificate in communications, public relations, business administration, or a related discipline
- Fluent in spoken and written English
- Possess a valid Alberta Class 5 driver's license and access to a personal vehicle
- Willing and able to work flexible hours, including some evenings and weekends
- Comfortable managing a dynamic schedule
- Reliable and consistent access to high-speed internet (this is a hybrid position)
- Strong awareness of current Government of Alberta news and updates
- Asset: Previous experience in a related field such as office administration, customer service, or similar roles

**Compensation:** \$19.61/hr. - \$25.69/hr. based on experience with an additional 11.2% pay in lieu of vacation and general (statutory) holiday entitlements.

If you are interested in this position, please send a cover letter and resume to:

[Calgary.FishCreek@assembly.ab.ca](mailto:Calgary.FishCreek@assembly.ab.ca)

The deadline to apply is **August 15, 2025**.

We thank all applicants for their interest; however, only candidates under further consideration will be contacted. Final candidates will undergo pre-employment checks.