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Mike Schreiner, MPP
Guelph

Guelph Constituency Office
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Constituency Coordinator

We are looking for a highly organized person to assist MPP Mike Schreiner with casework and outreach support in the community. The ideal candidate will be enthusiastic about working with a small team to provide assistance to residents of Guelph.

This is a full-time role working out of the constituency office in Downtown Guelph. This is a non-partisan position with no affiliation to any political party.

Expected salary: \$52,000-57,000 per annum

General Duties:

- Work alongside other office staff to create a welcoming space to assist constituents and engage the community
- Support the MPP in meetings and at events
- Assist in monitoring local media coverage to keep the MPP and team informed of local issues
- Contribute to coordinating special projects and events including town halls, roundtables and other important local events that involve public officials and stakeholders

Constituency Services:

- Assist constituents with navigating provincial programs, issues and services
- Ensure all constituency work is tracked and logged in case management software and other systems
- Assist with managing constituency requests that come in via email and phone
- Liaise with officials in provincial ministries and agencies, as well as other levels of government
- Perform research as needed for the Member and for the purpose of resolving constituent concerns/issues

Communications and Outreach:

- Draft e-newsletters working with MPP and other staff
- Send timely and accurate responses to email, mail and telephone correspondence
- Maintain strong working relationships with community stakeholders and organizations
- Assist with general office upkeep and reception
- Assist with scheduling constituency meetings and events for MPP

Qualifications:

- Relevant post-secondary degree, or equivalent training, education and experience
- Experience in a position working directly with members of the public
- Experience working with and advocating alongside equity deserving individuals and communities
- Strong organizational abilities
- Strong written and oral communication skills

Assets:

- French or other languages
- Constituency office or other administrative experience
- Strong connections in the Guelph community

To apply, please send a cover letter and resume to mschreiner-co@ola.org by October 2, 2024.

We are an equal opportunity employer. We promote diversity of thought, culture and background and encourage all to apply. Accommodation will be provided during the hiring process and in the position as needed.

Thank you for your interest in the position. Please note that only those selected for an interview will be contacted.