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Mike Schreiner, MPP
Guelph

Guelph Constituency Office
173 Woolwich St. Unit 102
Guelph, ON N1H 3V4

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mschreiner-co@ola.org

Constituency Office Assistant

Location: Guelph, Ontario
Type: Contract, 21 hours per week
Term: June 1 to late August, 2026
Hourly rate of pay: \$22.50 per hour

We are looking for a highly organized person to assist Member of Provincial Parliament Mike Schreiner with casework and outreach in the community.

The ideal candidate will be enthusiastic about working with a small team to provide assistance to residents of Guelph. They will be interested in learning about provincial policy and programs, and about the different levels of government.

To thrive in this role, you will have a love of keeping organized and be able to keep on top of a variety of tasks. You will be passionate about making a difference and thrive in a busy office environment.

This is an in-person role working out of the constituency office in Downtown Guelph. The MPP's office is a government office under the Legislative Assembly of Ontario. This is a non-partisan position with no affiliation to any political party.

General Duties:

- Work alongside other office staff to create a welcoming space
- Greet and assist constituents who visit or call the constituency office
- Assist in monitoring local media coverage to keep the MPP and team informed of local issues
- Contribute to special projects and events hosted by the MPP including town halls, roundtables and open houses

Constituency Services:

- Check, track and respond to voicemails

- Track and organize correspondence and documents received from constituents and stakeholders
- Assist constituents with navigating provincial programs, issues and services
- Liaise with officials in provincial ministries and agencies, as well as other levels of government
- Perform research as needed for the MPP and for the purpose of resolving constituency concerns/issues

Communications and Outreach:

- Assist with research and writing for letters and newsletters
- Help with filing, mailings and other tasks as required
- Develop posters, ads and other communications materials
- Assist with general office upkeep
- Liaise with local agencies to understand their services and intake procedures

Qualifications:

- Experience working directly with members of the public
- Strong organizational abilities
- Strong written and oral communication skills
- Experience working with and advocating alongside equity deserving individuals and communities

Assets:

- French or other languages
- Constituency office or other administrative experience

To apply, please send a cover letter and resume to the Hiring Manager at Imaslove@ola.org by May 12, 2026.

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.