

**Job Title: Constituency Support Coordinator****Location:** Calgary/Edmonton Preferred**Employment Type:** Full-Time**Position Overview:**

The Constituency Support Coordinator serves as the key liaison between the party and Constituency Association stakeholders, including MLAs, Constituency Associations, party members, and prospective candidates. This position offers vital support and advice on topics such as Annual General Meetings (AGMs), fundraising in accordance with Elections Alberta regulations, and distributing party-related mass communications within constituencies. This role includes considerable highway travel within Alberta. The role also focuses on ensuring compliance with Elections Alberta and party governance rules.

**Key Responsibilities:**

- **Primary Contact:** Serve as the primary point of contact for MLAs, Constituency Associations, party members, and prospective candidates, offering support on AGMs, fundraising, and mass communications.
- **Compliance Oversight:** Ensure that Constituency Associations adhere to Elections Alberta regulations and party governance standards.
- **Support and Guidance:** Assist Constituency Associations with any issues regarding Elections Alberta compliance.
- **Candidate Nominations:** Oversee assigned candidate nominations to ensure compliance with party rules and guidelines.
- **Event Coordination:** Work with Constituency Associations to plan and execute local events such as fundraisers, AGMs, and candidate nominations.
- **Party Event Support:** Assist in the coordination and operation of Party AGMs, Special General Meetings (SGMs), and other party events as needed.
- **Election Readiness:** Collaborate with other departments to strategize and execute election readiness activities, including local campaign development.
- **Volunteer Development:** Recruit and develop volunteers to support Constituency Association AGMs.
- **AGM Administration:** Prepare and provide Constituency Association AGM ballots and voter lists, and serve as Returning Officer for CA AGMs.

- **Strategic Planning:** Participate in strategic planning and election readiness activities.
- **Cross-Coverage:** Provide coverage for other Constituency-focused staff in their absence.
- **Training:** Deliver virtual and in-person training sessions to Constituency Associations on topics such as fundraising, database use, and communications.
- **Database Support:** Provide database support to Constituency Associations, including generating reports and offering technical assistance.
- **Mass Email Campaigns:** Support Constituency Associations in creating and distributing mass email campaigns.

Application Deadline: 5pm Friday November 15, 2024

Send applications to: [dvanvugt@unitedconservative.ca](mailto:dvanvugt@unitedconservative.ca)