
Director of Election Readiness Job Posting

Oct 1, 2025

The United Conservative Party is now hiring for a Director of Election Readiness.

This full-time, permanent role can be based in Calgary or Edmonton.

Duties

The employee will faithfully and industriously perform the following duties and responsibilities:

- a) Develop a plan to support the nominated candidates with any election preparation that they may need.
- b) Develop an in-person and online training program for Candidates and Campaign Managers.
- c) Assess the current state of election data and make recommendations going forward.
- d) Work with the Executive Director and campaign manager in planning and organizing for the election campaign.
- e) Work with the Director of Communication to develop election materials for the campaign.
- f) Work with the campaign manager to develop a pre-writ voter contact program.
- g) Supervise any election readiness staff.
- h) Develop and adhere to an annual budget for election-preparedness as approved by the Executive Director and the Board of the party.
- i) Other tasks as assigned by the Executive Director or the campaign manager

Required Qualifications.

- a) Our ideal candidate will have a robust experience in conservative politics, a current UCP membership and experience in a dynamic work environment.
- b) The ability to work full-time in Alberta.

Education:

- a) Grade 12 Diploma or equivalency
- b) Completed Post-secondary education (degree preferred) in Political Studies, Communications, Commerce, or Information Technology or a related field is necessary.

Experience:

- a) 3-5 years minimum past work experience in a political, public relations, marketing, or customer service role
- b) Political experience in running/participating in elections, party conventions, leadership campaigns, etc.

Calgary Office:
203, 2915 21 Street NE
Calgary, AB T2E 7T1



Edmonton Office:
202, 10707 100 Avenue
Edmonton, AB T5J 3M1

-
- c) Excellent understanding of the Alberta provincial political system and the principles, policies and culture of the United Conservative Party of Alberta.

Schedule:

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

Interested candidates should submit their résumé by 5pm Oct 17, 2025 to:

Dustin van Vugt, Executive Director
dvanvugt@unitedconservative.ca

Only candidates selected for an interview will be contacted.