

## Director of Nominations Job Posting

Feb 12, 2026

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

This full-time role can be based anywhere in Alberta.

### **Duties**

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

- Work with Constituency Associations and our Provincial Board to ensure open, fair nominations are conducted and nomination processes and candidates adhere to the rules set by the party including their responsibilities under the Elections Act and Election Finances and Disclosure Act
- Respond to MLAs, Constituency Associations and members in a reasonable and timely manner
- Work with the Constituency Development Coordinators who are the primary link with our CA's and cover for them in times of illness or leave
- Attend Constituency Association meetings and events when possible
- Attend Local Constituency Nomination Committee (LCNC) meetings as required
- Be a point of contact for prospective candidates and answer questions they have about the nomination process
- Assist where required with the vetting of nomination candidates
- Keep good records to maintain and build the institutional knowledge of the Party
- Assist with the planning and operations of Party AGMs and SGMs
- Assist in Election Readiness activities including opposition research and policy and platform development
- Other tasks as assigned by the Executive Director

### **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) Minimum 3 years of past work experience in a political, public relations, marketing, or

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



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

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customer service role

- b) Political experience in running/participating in elections, party conventions, leadership campaigns, etc.
  
- 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 Feb 27, 2026 to:

Dustin van Vugt, Executive Director  
[dvanvugt@unitedconservative.ca](mailto:dvanvugt@unitedconservative.ca)

Only candidates selected for an interview will be contacted.