

Position: 2025 UCP Summer Intern

Location: Calgary OR Edmonton, Alberta

Duration: May 5, 2025 - August 29, 2025

Hours: 35-40 hours per week*

Compensation: \$19.00 per hour

Job Summary

The United Conservative Party Internship offers the ability for motivated and energetic individuals to assist in the operations of the UCP in a variety of ways. In this role as an intern, you will assist with community outreach, conduct research, foster positive relationships and more.

The internship offers the unique experience in planning, organizing and executing events and other initiatives alongside staff. Join experienced leaders and learn first-hand the process to build and strengthen conservative political leadership in Alberta.

General Responsibilities

- Assist with Constituency Association AGMs and events under the supervision of one of our Constituency Directors
- Conduct research as needed by staff members
- Organize or assist in the planning of events as needed by the Director of Fundraising and Donor Recognition
- Collaborate with fellow interns to develop strategic social media and communications plans to be presented to the Director of Communications
- Provide administrative support including data entry, responding to emails, and answering phones
- Work on other tasks as assigned by the Internship Coordinator

Qualifications

- It is an asset but not required to currently hold or be studying one of the following degrees: political science, government relations, international relations, communications, public relations, law or marketing (or any related degree)
- It is a requirement that this individual hold to the values as stated in our Statement of Principles
- The chosen candidate must possess strong communication skills, an eye for detail, and a can-do attitude
- It is an asset to have access to a car for this job, as travel across the province will be required
- Stronger consideration will be given to applicants who have a strong background in volunteering for conservative causes or candidates

How to Apply

Please send a copy of your Cover Letter and CV to rbennik@unitedconservative.ca in order to apply. Applications close on February 28, 2025. We thank all applicants for their interest. Only candidates selected for an interview will be contacted no later than March 3, 2025.