

Title: Part-time Administrative Coordinator
Wage: \$20/hour
Hours: Part-time - approx. 2 hours/week
Location: Remote/Work from home

Job Description

The Green Party of Manitoba is a political party that seeks to elect provincial representatives who promote the Party's core values and policies. The Party is growing, and we are seeking to hire someone to help with the following responsibilities.

Responsibilities

- Answer general phone communications and relay them to the appropriate person
- Answer general email communications and relay them to the appropriate person
- Assist with Party communications and outreach, including but not limited to:
 - o Website updates
 - o Media communications
 - o Social Media
 - o Email communications
- Other work as directed by the supervisor

Qualifications

- Proficient with computers
- Great customer service and people skills
- Great communication skills, both written and verbal
- Strong organization, prioritization and time management skills
- Previous customer service experience
- Previous work experience in communications and/or outreach

Additional Assets

- Undergraduate degree or diploma in communications or a related field
- Bilingual (French and English)
- Experience using WordPress
- Experience using Mailchimp

Preference will be given to people with experience, who can speak French and English, and/or applicants who are not traditionally represented in politics are encouraged to apply.

Application

To apply for this job position, please email your resume, references, and cover letter to info@greenparty.mb.ca.