



New Democrats

Job Vacancy – EXTERNAL POSTING

Position Title	Production and Online Manager – 18-MONTH TERM POSITION
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The New Democratic Party of Saskatchewan has an opening for a term Production and Online Manager in our Regina office for May 1, 2019.

The Production and Online Manager is responsible for development of digital communication, the design and production of Party communication materials, and supporting fundraising (including online, direct mail, and special events).

Major Accountabilities and Responsibilities:

1. Work as a team member with other staff to effectively communicate with members, the media and the public by developing communications strategies through print and electronic media.
2. Maintain and develop the Saskatchewan NDP website and social media presence
3. Design and production of Party communications material for election and non-election communications.
4. Liaison with party members, Caucus, suppliers, personnel and others in meeting communications needs.
5. Responsible for layout and production of *the Commonwealth*.
6. Assist with fundraising event materials and organization.
7. Support fundraising, including through development of content and design for direct mail, online fundraising, and special events materials.
8. Other duties as assigned.

Knowledge Skills and Abilities:

- Knowledge is generally acquired by having completed four-year degree in communications, journalism or a related field, and one-year experience in communications, marketing, reporting and/or public relations or an equivalent combination of education and experience.
- Proficiency with social media and digital communications are essential. Experience in designing and managing a website.
- Special consideration will be given to candidates with fundraising experience, particularly online and digital fundraising.

- Knowledge of the Saskatchewan NDP organization, structure and policies.
- Innovative and creative.
- A working knowledge of desktop publishing applications.
- Excellent knowledge of the English language, including grammar and spelling. High level of attention to detail and accuracy in copyediting.
- Demonstrated ability to meet deadlines in a fast-paced working environment. Ability to organize and prioritize workloads as well as multitasking.
- Ability to get along well with others and work as a team member.
- Ability to work with minimal supervision.

Interpersonal Skills

- Strong leadership and team building skills.
- Excellent written and oral communication skills.
- Demonstrated skills and experience in developing and delivery of presentations.
- Diplomacy, effective listening and remaining calm and courteous under pressure are essential.

Details

The successful applicant will be a member of United Steelworkers Local 5917. The salary range for this position is \$47,266 to \$56,369 per year, and includes a generous benefits package, pension, and 12 paid casual days off per year. The position requires working non-traditional hours including evenings and weekends, and will require occasional travel and the ability to spend nights away from home. This is a term position for the period May 1, 2019 to October 31, 2020. Anticipated start date is May 1, 2019.

Submit applications by Thursday, March 21, 2019, 5:00 pm by email to employment@saskndp.ca.

The Saskatchewan NDP welcomes all applicants and offers a respectful workplace. We wish to develop a representative workforce, and welcome applications from Indigenous people, persons with disabilities, racialized persons, women, and gender and sexually diverse persons.