

Researcher Role

The United Conservative Party is now hiring for the role of Researcher.

This full-time, permanent role is Calgary based but Province wide applications will be considered. Our ideal candidate will have robust experience in conservative politics, a current party membership and experience in a dynamic work environment.

Researchers are responsible for supporting the organization with reliable, accurate, and timely information. Responsibilities include (but are not limited to): candidate background checks, daily media scans, fact-checking, and pertinent issues as they arise. Thoughtfulness when completing assigned tasks, sound political judgement, patience, tenacity, and flexibility are key components of success in this position. This role requires a flexible schedule with work happening during business hours as well as evenings and weekends.

Position Requirements:

Education:

- Grade 12 Diploma or equivalency
- Post-secondary education in Political Studies, Communications, Commerce, Information Technology, or a related field

Experience:

- Experience with running, volunteering, or participating in elections, Political Party conventions, leadership campaigns, etc.
- Work or volunteer experience in a research-based field
- Experience working for an elected official is an asset

The ideal candidate will also have:

- A solution focused outlook
- An excellent understanding of the Alberta political system, specifically the principles, policies, and culture of the United Conservative Party of Alberta
- An ability to produce thorough and meticulous work
- Extensive knowledge of government publications and programs at the provincial level
- Strong writing skills
- Excellent time-management and a proven ability to complete tasks on tight deadlines
- Discrete and demonstrates sound political judgement

Knowledge and Technical Skills:

- Ability to learn, use, and train others on CIMS
- Strong knowledge of Microsoft Office (Word, Excel, Outlook, etc.)

We welcome all applications, however only candidates selected for an interview will be contacted. The deadline for submissions is **January 31, 2022**. Please submit resumes and cover letters to awilde@unitedconservative.ca