

United Conservative Party Summer Intern

The United Conservative Party is now hiring for our Summer Internship. We are looking for four candidates to work out of our Calgary or Edmonton offices.

This paid, full-time (40 hours per week) internship focuses on Constituency Association engagement and development, running from May 6th to August 30th, with flexible end dates.

Tasks will include:

- Connecting with Constituency Association (CA) Presidents for community engagement opportunities
- Reaching out to lapsed members within CA's
- Helping plan Party led CA focused events to drive member engagement
- Assisting with CA AGMs and Provincial AGM planning
- Participate in CA President calls and webinars
- Perform database management for CA AGMs
- Complete database management tasks
- Other tasks as assigned

Our ideal applicant will have:

- A current party membership and previous volunteer experience with the UCP
- Skills in Microsoft Office, Zoom and other online meeting platforms
- A proven ability to work independently and meet deadlines
- Strong communication skills
- Organized and able to anticipate issues while working in a fast-paced environment
- Working knowledge of politics in Alberta

The deadline for applications is 5:00 pm on March 15th. To apply, please send any CVs to etaylor@unitedconservative.ca