



**CO-OPERATIVE HOUSING FEDERATION OF BC**  
200-5550 Fraser Street, Vancouver, BC V5W 2Z4  
Tel 604.879.5111  
Fax 604.879.4611  
www.chf.bc.ca

## **JOB ADVERTISEMENT**

**POSITION TITLE:** Election Campaign Coordinator

**CLASSIFICATION:** This is not a bargaining unit position

**WAGE RATE:** Up to \$25 per hour

**HOURS:** Thirty five (35) hours per week

**TERM:** March 15 – May 31, 2013 (this is a contract position)

**REPORTS TO:** Government Relations Director

**LOCATION:** Vancouver office (with activities in the lower mainland and on Vancouver Island)

## **DUTIES AND RESPONSIBILITIES**

The Election Campaign Coordinator (the Coordinator) will play a key role in organizing the Federation's efforts to make an impact in the campaign leading up to the provincial election on May 14, 2013. CHF BC wants to ensure that the new BC government will be committed to partnering with the co-op housing sector to support the development of new housing co-ops and maintain long-term rent supplements for low-income co-op members as federal operating agreements expire.

## **SPECIFIC DUTIES**

The coordinator will plan and carry out activities in connection with the provincial election campaign in the lower mainland and on Vancouver Island, including:

- Coordinating the production and distribution of information to co-ops, co-op members, allies and others in support of campaign activities
- Updating existing provincial riding and candidate data for use in the campaign
- Organizing public meetings or events with candidates and co-op members
- Organizing meetings with candidates and party or campaign officials for staff and, where appropriate, co-op members, with a focus on target ridings
- Recruit, train and mobilize members to act as spokespeople during the campaign
- Developing and implementing an interactive communication strategy, in collaboration with the communications director, including an active social media presence
- Responding to member, candidate and media inquiries

- Organizing staff and members to play an effective role in campaign activities
- Working with partner and allied organizations to coordinate campaign efforts
- Following up after the election as needed with members and the newly elected government to reinforce the campaign themes and messages
- Other related duties as needed

## **REQUIRED SKILLS AND EXPERIENCE**

- Proven organizing skills and ability to work independently and as part of a team
- Knowledge of co-op housing and related issues
- Ability to multi-task proficiently in a high-energy, stressful environment
- Ability to prioritize projects efficiently and complete time-sensitive tasks by the required the deadline
- Ability to collect and analyse data related to an election campaign
- Experience using social media and other web-based communication platforms
- Superior oral and written communication skills
- Available for weekend and evening events
- Able to attend events periodically on Vancouver Island
- Advanced skills in the use of Microsoft Office and associated programs

Please apply by submitting a cover letter and resume to [miversen@chf.bc.ca](mailto:miversen@chf.bc.ca) no later than 4:30 p.m. on March 13, 2013.