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PEI Liberals

9 February · 🌐

The Liberal Party of PEI is seeking a qualified candidate to coordinate the Provincial and Federal activities of the Liberal Party in PEI. See the job posting below for details:

PEI Liberals

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# EXECUTIVE DIRECTOR

*The Liberal Party of PEI is seeking a qualified candidate to coordinate the Provincial and Federal activities of the Liberal Party in PEI.*

## IF YOU ARE

- Organized and detail oriented
- An energetic self starter
- Flexible (occasional evenings)
- Experienced in similar roles

## RESPONSIBILITIES INCLUDE

- Report to Board of Directors & Federal Riding Presidents
- Manage member services
- Coordinate Party functions & events
- Liaise with partners & suppliers

## EDUCATION & EXPERIENCE

- Minimum Grade 12 diploma
- Proficient in the Microsoft Office Suite of products: (Word, Excel, PPT)
- Experience with website updating, basic database functionality and social media marketing
- Past political experience as an employee or volunteer
- Working knowledge of the provincial Liberal Party organization and structure

Please send resumes to:  
Executive Director Search  
P.O. Box 2559,  
Charlottetown, PE C1A 3V6  
or email [neil@bhcpa.ca](mailto:neil@bhcpa.ca)



Deadline for submissions:  
Wed., February 15<sup>th</sup>, 2017