



Part Time Job Opportunity

Web & Social Media Monitor, Content Writer, Researcher - Part Time, Halifax

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy and we welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of the equity groups, you are encouraged to self-identify, on your application form, cover letter, or on your resume.

Elections Nova Scotia (ENS) is Nova Scotia's independent election management body (EMB) and reports to the Legislative Assembly. ENS must be prepared at all times to conduct a provincial general election, by-election, or plebiscite. ENS is responsible for ensuring compliance with and enforcing provincial electoral law.

Duties

- Monitor election-related social media conversation during the next provincial general election and escalates election-related issues to the Director, Policy and Communications.
- Develops and suggests appropriate and timely responses to ongoing issues.
- Research, write, rewrite and edit short and informative articles about elections process and a wide variety of FAQ topics.
- Develop content concepts including written content and supporting graphics or photos.
- Work involves part time hours which may temporarily increase to full days during an election period.
- Hours of work and deliverables as assigned by Director, Policy and Communications.

Qualifications

- Must have experience and/or training in writing content for online and social media.
- Experience writing for newspaper or broadcast media an asset.
- Ability to write and edit short articles and succinct social media responses in plain and conversational language.
- Journalism, Public Relations, Communications post-secondary diploma or degree preferred. Consideration will be given to those currently enrolled in such college or university programs.
- Ability to work with a team or independently with a minimum of supervision.
- Proficiency in MS Word is a must.
- Must be able to arrange own transportation to/from ENS offices.

Submit your cover letter & resume along with a sample article 250-300 words about any topic of your choosing from the electionsnovascotia.ca website. Email your application to: elections@novascotia.ca

Salary Range (Hourly): \$22.00 / hour
Posting Closing Date: **March 8, 2017**

Only applicants selected for an interview will be contacted.