



Newfoundland and Labrador New Democratic Caucus

JOB OPPORTUNITY: Constituency Assistant (FULL-TIME)

LOCATION: St. John's, NL

The NDP Caucus is looking for a **Constituency Assistant** to support Sheilagh O'Leary as newly elected Member of the House of Assembly for the District of St. John's East-Quidi Vidi. This role is ideal for someone who wants to make a difference in the community, enjoys problem-solving, and wants to help connect residents with the resources and support they need.

What You'll Do:

- Be the first point of contact for constituents who reach out for help or information.
- Work with government departments and community groups to resolve local issues.
- Support communications, correspondence, and outreach activities.
- Help organize events, meetings, and schedules.
- Keep office records and databases organized and up to date.

What You Bring:

- Strong communication and listening skills.
- Good organization and time-management abilities.
- Comfort using computers and common office software.
- Understanding of local issues and an interest in community advocacy.
- Knowledge of the NDP's values and approach to public service is an asset.
- Relevant education or experience in community work, social services, or administration is an asset.

Salary: \$54,189 per year

Start Date: As soon as possible

How to Apply:

Send your application to: ndpinfo@gov.nl.ca

NDP Caucus Office

5th Floor East Block, Confederation Building, St. John's NL, A1B 4J6

The deadline to receive applications is 5 p.m. NST, Friday, November 7, 2025

The NDP Caucus of Newfoundland and Labrador is committed to promoting employment equity. Women, Indigenous, Black, racialized persons, those with disabilities, 2SLGBTQIA+, and anyone from an equity seeking group are encouraged to apply. If you are a member of an equity seeking group, you may choose to identify as such on your application. If you require accommodation during the hiring process, please contact ndpinfo@gov.nl.ca to indicate your specific accommodation needs.

While we thank all applicants for their interest, please note that only those selected for an interview will be contacted.