



Mary Ellen Daly Honourable Member of Parliament for Yourtown West  
is looking for a dynamic individual  
with a degree in Political Science to join our team as an

## ADMINISTRATIVE ASSISTANT

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Duties will include:

Scheduling and co-ordinating volunteers.  
Research and report writing.  
Responding to constituents' inquiries.  
Various other duties as assigned.

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You must:

Be a great teamworker with campaign experience.  
Have excellent communications and interpersonal skills.  
Have at least basic competency in French.  
Always be willing to go the extra mile to meet a deadline or handle a crisis.

Forward résumé with a transcript of your marks and at least two references that attest to your enthusiasm and abilities in the political arena to:  
Mark Patterson, Executive Assistant, 4976 Main Street, Yourtown.