



#### Job Situation

Small, busy constituency office. Telephones, computers, fax. Teamwork. Hectic, sometimes crisis driven. Reporting to executive Assistant. Regular hours, except during election campaigns.

#### Weekly Hours of Work

40

#### Overtime

#### Monthly Salary

\$2,800

#### Student Loan – Owing

\$18,000

#### Student Loan – Monthly Payment

\$215

#### Duties

Schedule and co-ordinate volunteers. Respond to constituent inquiries. Public relations. Research and write reports. Office and clerical duties.

#### Prospects

Executive Assistant in politics or business. business manager. Public Relations.

#### Job Title

Administrative Assistant, Politics

#### National Occupational Classification (NOC)

1441

#### Job Description

Your job has much in common with the work of many secretaries, with one big difference, in your mind anyway. In the headquarters of an elected representative or a political candidate there is a level of intensity which gives even tedious jobs like stuffing envelopes a gloss of excitement. There is a very strong team spirit and plenty of common cause—to get your candidate into office and keep her there by helping her serve the constituents well. You all join in the plotting and scheming necessary to keep one jump ahead of political opponents.

A lot of your work involves keeping volunteers usefully employed. Some are social sciences students from the university and others, of all ages and sorts, come from the local political party association. You get them filling envelopes, and making photocopies, coffee, and trips to the post office. They enjoy dealing with you because you are always there to jump in if they need help and you are always courteous and kind.

You spend a very large portion of your day on the telephone. One of your main functions is to field and filter incoming calls to try and win some time for Ms. Daly and her executive assistant to do work that requires concentration. There is a fair percentage of crank calls. Serious questions or expressions of interest get your full attention. You also answer a lot of mail and greet guests who come into the office.

Your favourite task is research. You could be finding facts for a speech, or information about a particular industry, if Ms. Daly will be meeting business people. Sometimes there will be a suddenly controversial issue on all the talk shows and newspapers and you are sent scrambling for background information so that she doesn't get caught unprepared by a reporter. Certain requests for information from the executive assistant really catch your interest. There must be an election in the wind!